Spring School Census 2019

for

Ealing Primary, Nursery and Special Schools

Spring School Census 2019 for Ealing Primary Schools

Spring School Census takes place on **Thursday 17th January 2019**. We ask schools to return their census by **Friday 18th January 2019**.

The Spring Census will be used to calculate aspects of the Pupil Premium allocation for your school and how much money the DFE give to the LA to be devolved to schools for the Early Years and High Needs portions of the DSG

Information from this census will be used to report on your school for attainment figures such as those school performance tables and the online published details about your school. It is difficult and time-consuming to try and correct information in the following October that is the result of erroneous information being submitted in January, and the LA <u>may levy a charge</u> to do this, **so please check everything carefully and make sure your Head is happy with the data before you send it in!** We suggest that you perform a trial run after you have upgraded to the suggested software version and prior to census day. Then on 17th January, it should just be a case of running the census and submitting it to the LA. There are more data items in the January return, and the DFE do not give any extra time for checking before the day when they close the COLLECT database so an early return would be much appreciated.

Please note that screenshots in this document are taken from Primary SIMS.net may not exactly match what you see on your screen!

Data Changes

Nationality, Country of Birth and Proficiency in English have been removed from School Census and are no longer required to be collected by the DFE. The fields will remain in SIMS however, and schools may still wish to collect the information for their own use, as long as they have a valid reason in order to comply with GDPR. If the school does not want to hold the data previously collected, Capita have developed a collection of patches that will remove it:

- **Patch 24423** Deletes all records for Proficiency in English information for all past, present and future students. Where a student has multiple proficiency entries, the patch will remove all instances of this.
- **Patch 24433** Deletes the National Identity for all past, present and future students.
- **Patch 24372** Deletes the Country of Birth and where present the Nationality (actually called Nation inside the expanded Nationality and Passport Details record, only where passport details are blank) for all past, present and future students.

Contact your SIMS Technical Support Provider for more information.

SEN Status of S – Statemented is no longer valid. Once your school has upgraded to SIMS 7.184, it will no longer be possible to select SEN status S, Statemented on new SEN records. Historical records will not be changed, however, so S – Statemented may come through for excluded pupils in this census (which will be collecting Exclusions from the Summer Term 2018).

The Absentees Detail report is now based on pupils who have an absence rate of 10% or above. Previously, the report was based on pupils who had missed 14 sessions.

Service Child is being collected in every census. A Service Child has one (or both) parents or - or persons with parental responsibility who are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England
- exercising parental care and responsibility

The service child indicator is only relevant to children whose parents are designated as personal category 1 or 2 (the parents will be aware of their personal category) and the information, which can be considered as sensitive should come to the school from the family.

Access Rights and SIMS.net version

In order to <u>update pupil details</u> in SIMS you need to be logged into SIMS.net as a member of either the Administration Assistant, Admissions Officer or School Administrator groups as defined in System Manager (or all of them).

In order to <u>create a School Census</u> return you need to be logged into SIMS.net as a user who is a member of the **Returns Manager** Group as defined in System Manager. To use the <u>Import Fileset functionality</u> you must be a member of the **Personnel Officer, Returns Manager or System Manager** Groups as defined in System Manager (or all of them).

To check the version of SIMS.Net you are using, follow the route click on **Help** | About SIMS.Net

The Spring School Census became available in SIMS.net with the Autumn Main Release (7.184), so you will need to be upgraded to at least this version in order to attempt the Census at all.

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			System Information	
2/13-13/1			About SIMS .net	

Follow the route Help | About SIMS.net to check the version of SIMS you are on



This is where you find the number of the version of SIMS.net you are using. Having checked the version, click anywhere on this window to close it.

Creating the Return

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	Staff	•
	Attendance	•
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	t Summary for Whole Schoo	

When you click on **Routines | Statutory Returns | School Census,** SIMS.net begins to load the school census validation and reporting files, and you will see this window:

School Census Loading	
School Census files are being loaded.	
Please wait	

Once the School Census 'page' has loaded, you can see the Fileset version you have installed on your computer. As well as being on the correct version of SIMS to do a census return, it is important that you have an up-to-date fileset installed. Filesets fix the last minute glitches and tweaks that have come to light once real schools start to run Capita updates.

Fileset 1100 shown in the screen shot above was included with the Autumn Release. It does not include any validation for the Spring Census, so we already know there will be another version. Please be on the lookout for updates regarding this.

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瘚 Census Return for Spring 20(19 Term (Fileset ID: 1100 (SIMS.net))							
New 🕺 Search 🖾 Open 😤 Deste 😺 Browse 🖶 Next 🎓 Bevious 📄 Copy							
Census Return Details - Spring 2019 Term : School Census Spring 2019							
😬 Save 🗁 Undo 🛛 🛷 Dreate & Validate 🔲 Summary 🔉 Authorise 🛛 🔚 DetailReport 🔹							
1 Census Details 2 School Information 3 Childcare 4 Early Years 5 Class Type 6 Top-up Funding 7 Post Looked After Arrangements 8 School Dinner Taken 9 Classes 10 Pupil Reconciliation 1	11 Attendar						

The next thing to do is to check that the location of the Census Folder. In the screen shot below, the Census Folder is still set up to send the census file to a folder called Autumn Census 2018.

SIMS .net: WATERS EDGE PRIMARY SCHOOL	
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🎲 Census Return for Spring 2019 Term (Fileset ID: 1100 (SIMS.net))	
New Ma Search 🚰 Open 🛠 Delete 🔤 Browse 🐳 Next 👚 Previous 📄 Copy	
Term Spring 2019 Census Folder C:\SIMS\STAR\School Census\Census 2018\Autumn Ce	
Security message for Reports	
This report contains sensitive information.]
	Default Message

To keep everything tidy now that we do census so often and there are so many detail reports, I am going to create new folders called Census 2019 and Spring Census 2019.

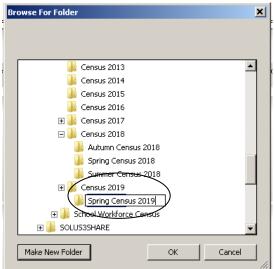
The folders should be available to all users who will be involved with the return, but it should also be in a place that is **secure**, as it will hold children's details. In Ealing we

recommend that the folder where the census files are stored is created and held on the mapped drive hosting SIMS. This means that only school network users with SIMS access can access the folder.

Br	owse For Folder	?×
(:
	Make New Folder OK Cance	

Click on the **+** next to **My Computer** to navigate to the drive where SIMS is located on your computer, then double-click on the **SIMS** folder, and when that opens, double-click on the **STAR** folder. With the **STAR** folder highlighted

(or the **School Census** sub-folder within STAR if you have one), click on the **Make New Folder** button.



Rename this folder **Census 2019** and click on the **OK** button. Then with this folder highlighted, click the **Make New Folder** button again and create a sub-folder for **Spring Census 2019**. You will see the following message warning you about taking care with pupil data.



Click on **Yes** and the location of the Census Folder is transferred into the field at the top of your screen.

SIMS .net: WATERS EDGE PRIMARY SCHOOL
Eocus Reports Routines Tools Window Help
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Term Spring 2019 Census Folder C:\SIMS\STAR\School Census\Census 2019\Spring Cen
Security message for Reports This report contains sensitive information. Default Message
Description File Name Census Date Date Created Validated Authorised Date
Colored Carrier 2019 2072104 CC1 2071140 001 UNA 17701/2019 20/11/2019 20/11/2019

If you wish you can change the message in the **Detail Reports** panel. The Detail Reports are only available once you have Created and Validated your census, and show the details of what data is actually included in your return.

Changing the message to something like **CONFIDENTIAL INFORMATION** could be a good idea if you are intending to print off any of the reports to hand to teachers to check. It might remind them not to leave the papers lying around where anyone can look at the information about pupils.

Data Security

The DFE have updated their advice regarding Data Security in the light of GDPR. It is reproduced at the end of this document.

Click on New to create a new return. You can create as many returns as you like. It is possible to delete unwanted, unauthorised returns, but you will only **Authorise** and **Submit** one of them once all the data is correct and all the validation errors have been cleared.

Once you have clicked on **New**, the census panels become active.

1 Census Details			
Census Date	17/01/2019		alculate All Details
Description	School Census Spring 2019		
Attendance collected from	01/09/2018 Attendance collected to	31/12/2018	
Exclusions collected from	02/04/2018 Exclusions collected to	31/08/2018	
FSM collected from	05/10/2018 FSM collected to	17/01/2019	

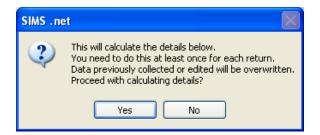
The Census dates are entered automatically. For **Primary** and **Special** schools, this panel also lists the period for which the Spring Census is collecting **Attendance**, **Exclusions** and **Free School Meal Eligibility** information. In **Nursery** schools you will only see the dates between which **Free School Meals** are collected.

Each version of your census must have an unique name, so amend the Census Description **School Census Spring 2019** by adding something like /Version 1, as shown in the screenshot below. To do this type directly into the **Description** box.

SIMS .net: WATERS EDGE PRIMARY SCHOOL			
<u>Focus Reports Routines Iools Wi</u> ndow <u>H</u> elp			
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rensus Return for Spring 2019 Term [Fileset ID: 1100 (SIMS.net)]			
📄 New 🔮 Search 📨 Open 💥 Delete 🛛 🐻 Browse 🗣 Next 🍲 Previous 📄 Copy			
Census Return Details - Spring 2019 Term : School Census Spring 2019\Version 1			
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1 Census Details 2 School Information 3 Childcare 4 Early Years 5 Class Type 6 Top-up Funding 7 Post Looked After Arrangements 8	8 School Dinner Taken	9 Classes 10 Pupil Reconciliation	11 Attendance
<u>1</u> Census Details			
Census Date 17/01/2019	%	Calculate All Details	
Description School Cellsus Spring 2019/Version 1			
Attendance collected from 01/09/2018 Attendance collected to 31/12/2018			
Exclusions collected from 02/04/2018 Exclusions collected to 31/08/2018			
FSM collected from 05/10/2018 S FSM collected to 17/01/2019			
2 School Information			

The next thing to do is click the **Calculate All Details** button located on the top RH corner of the **Census Details** panel.

The **Calculate All Details** button pulls information that it finds in other parts of SIMS.net into your census return.



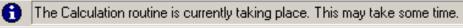
The first time you **Calculate All Details** for a return, you will see the above message. You must **Calculate All Details** for a census return at least once. If you have already calculated details and made your own changes to the panels that follow below (e.g. class numbers, activities), those edits will be overwritten if you choose to **Calculate All Details** again. SIMS always brings up a warning message reminding you about this when you click the calculate details button, and it is possible to choose **No** when asked whether you want to calculate details again.

SIMS . ne	et 🛛 🕅				
Recalculating will mean your manual changes will be lost. Are you sure you want to continue and discard the chang					
	Yes No				

These days there are fewer circumstances in which you might want to recalculate the whole return as **Recalculate** buttons are provided in the individual sections of the return. Just be aware that if you do, it will overwrite any information you have already entered manually.

However, on your first run through click on **Yes** to make sure that available information entered elsewhere on your system is brought through to the return.

Calculating details may take some time depending on the number of pupils in the school. Progress is reported in the status bar at the bottom left of the screen.



-

When complete, the panels on the **Census Return Details** page are populated with the data extracted from SIMS.

School Information

In the next panel, the basic **School Information** will be displayed. It is the same information that you would see if you followed the route **Focus | School | School Details.** You will probably find that most of the information is already there, but check it anyway to make sure all the data items the DFE require are completed.

C	ensus Return Details	- Spring 2018 Term : New R	etum								
Ľ	Save 🄄 🎒 Undo 🖣	🖉 Create & Validate 🔲 Summa	ary 🔌 Authorise 🛛 🔚 🛙	etailReport 🔻							
10	Census Details 2 Sch	ool Information 3 Childcare	4 Early Years 5 Class Ty	e 6 Top-up Funding	7 Post Looked After Arrangements	8 School Dinner Taken	9 Classes	10 Pupil Reconciliation	11 Attendance	12 General	13 Infant
	2 School Information										
	School Name	WATERS EDGE PRIMARY	SCHOOL								
	LA	307	Establishment Number	2184	-						
			Lotablionmont reambor	2104							
	Telephone	852015									
	School E-mail Address	school@we.com									
	School Phase	PS Primary									
	School Type	Infant and Junior School 5-1	1								
	Governance	Community	Intake Type	Comprehensive							
	Lowest NC Year	N1	Highest NC Year								
				- [
				School Detail							
1											

If you need to make changes, click on the **School Detail** button at the middle bottom of the School Details panel. This button takes you directly to the same place as if you had followed the route **Focus | School | School Details**.

School Details - WATERS ED(GE PRIMARY SCHOOL			
Save 🕤 Undo				8
Establishment 2 Address 3	Contact Details 4 Sites 5 Documents	6 Childcare		
1 Establishment				
School Name	WATERS EDGE PRIMARY SCHOOL	alate	rs Edge	
LA	307 Ealing 🔍 🗶	Wall		
Establishment Number	2184			
Unique Reference Number	21401			
School Phase	Primary			
School Type	Infant and Junior School 5-11			
School Governance	Community	Data	a had	
Intake Type	Comprehensive 💌	rimar	ry School	
Previous School Name		Date Name Changed		
Previous Estab		Earliest DOA		
Number Previous URN Number		Date Number Changed		
	Nursery Class	Special Class or Unit		
Boarding Pupils		Special Llass of Unit		
Head Teacher	Mrs Gilian Grosvenor 🛛 🔍 💥	Main Contact Mrs	G Grosvenor	
Curriculum Years	N1 6			
Pupil Genders	Coeducational 💌			
Gender on entry to school	Coeducational 💌			
NC Year Start Date (dd/mm)	1 / 9			
				OK Cancel
				OK Cancel

Please check that an email address is entered on the **Contact Details** part of the **School Details** page. You can reach the **Contact Details** by clicking on the hyperlink at the top of the page

School Detail	
School Details - WATERS EDGE PRIMARY SCHOOL	
💾 Save 🄄 Undo	🕗 Help
1 Establishment 2 Address 3 Contact Details 4 Stes 5 Documents 6 Childcare	魯
1 Establishment	A

The DFE ask that the email address should be one to which the Headteacher has access, **but should not be a personal email address** (that is, one that contains someone's name). When you have made any changes click on **Save** in the top LH corner and then **OK** to return to the School Census page.

School address is no longer being collected in census as the DFE expect to get the details from **Get Information About Schools**. You need to verify you're your school details are still correct in **GIAS** every 60 days, or you will be 'locked-out' of the Secure Access modules. However, you should continue to maintain this address information within SIMS for the school's own use, and data extractions requested by other organisations.

Information for Academies

School Information							
School Name	Green Abbey School			Previous Name	Previous Name School	Date Changed	31/07/2017
LA	823	Establishment Number	4321	Previous Estab Number	1234	Earliest DOA	17/07/2017
Telephone	851234			Previous URN		Date Changed	
School E-mail Address	office@ga.org.uk						
School Phase	SS Secondary						
School Type	Academies						
Governance	Academies	Intake Type	Comprehensive				
Lowest NC Year	7	Highest NC Year	13				
			School Detail				
School Ty	ype and Scl ol's details (hool Gove Name, Da	ernance h ite Name	as beer Change		Acade	se ensure that the mies, and that umber and
Earliest D	DOA) are co	mpleted as	s applicab	le.			

Childcare is collected from all school types once a year in Spring Census. However, the details can be updated at any time of year by following the route **Focus | School | School Details** and choosing the **Childcare** hyperlink.

Ĭ	School Details - WATERS EDGE	PRIMARY SCHOOL	
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·	1 Establishment 2 Address 3 C	ontact Details 4 Sites 5 Documents (6 Childcare)	
÷		\smile	
1	<u>1</u> Establishment		
l	School Name	WATERS EDGE PRIMARY SCHOOL	Waters Edge
	LA	307 Ealing	Waters Dage
-	Establishment Number	2184	
-	Unique Reference Number	21401	

You will need to enter something for each of the four types of childcare and are only allowed one entry in each type.

The DFE want to know about childcare offered by/at the school, or in conjunction with the school, or that the school 'signposts' (by this they mean either a physical signpost, or a particular childcare provider that the school promotes/informs parents about regularly). The childcare categories they have chosen are **Before School**, **After School**, **Holiday**, and **Under 5s**. There are a series of questions that need to be answered or left blank depending on the kind of childcare it is, and whether or not it is on or off site, or open to children from other schools or not.

The **Childcare** panel on the **Census Return Details** page displays read-only childcare provision information that has been entered previously via School Details. Additional information can be added or existing data edited by clicking the **Edit** button.

		🧪 Edit							🔄 Recalcula
Туре	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	
Before School Childcare	Yes	No	07:00		40	School	Yes		
After School Childcare	Yes	No		18:00	25	School	No		
Holiday Childcare	Yes	Yes, form	08:30	16:30	40	Other (non-school) Pr	Yes	5	
Under Fives Childcare	No	No							

Move to the **Childcare** section in **School Details** by using the hyperlink

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etabliebment										
stablishment										
stablishment										
stablishment ildcare										
	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes	Copen
ildcare	On Site Yes	Signposted	Opening Time 07:00	Closing Time	No of Childcare Places	Provider School	Other Schools Yes	Weeks Open	Notes Parent and	Copen
ildcare Type				Closing Time 18:00				Weeks Open	•	Copen
ildcare Type Before School Childcare	Yes	No			40	School	Yes No	Weeks Open 5	•	C Open

You can amend the details for each category of childcare by highlighting it in the panel and clicking the Open button on the RH side to display the **Update Childcare Details** dialog.

💴 Update Childcare I	Details 🛛 🗶	J
Childcare Details		
Туре	Before School Childcare	
On Site		
Signposted	Yes No	
Opening Time	: hh:mm (24 hrs)	
Closing Time	: hh:mm (24 hrs)	
No of Childcare Places		
Provider		
Other Schools		
Weeks Open		
Notes		
	- -	
	OK Cancel	J
		11

In the **Site** drop-down, you can choose whether the type of **Childcare** you are reporting is provided on the school's premises or not.

Choose **Yes** if the childcare is being provided on the school premises.

Choose **No** if the if childcare is undertaken off the school premises, for example, your school promotes or points parents towards a regular off-site childcare service like a private or voluntary organisation.

If you have chosen said **No** to the **On Site option**, you need to choose an option in the **Signposted** field, but then all the other fields can be left blank.

In the **Signposted** field, choose from the drop-down list:

Choose **Yes, formal arrangements including transport** if your school has formal arrangements with another provider that provides childcare for your pupils, including transport to their site.

🚥 Update Childcare I	Details	2	ĸ
Childcare Details			
Туре	Before School Childcare		
On Site	Yes		
Signposted			
Opening Time	Yes, formal arrangements including transport Yes, list of providers that pick up from school		
Closing Time	No Not Known		
No of Childcare Places			
Provider		V	
Other Schools			
Weeks Open			
Notes		A.	
		OK Cancel	
			//

Choose **Yes, list of providers that pick up from school** if a list of local providers that will pick up pupils from the school is provided to help parents. The other options are **No** or **Not Known**.

Opening Time and Closing Time must be entered in 24 hour format with a colon between the hours and the minutes, e.g. 07:00.

The **Number of Childcare Places** should be the maximum number of childcare places that the service can provide.

In **Provider** select the description from the drop-down list that most accurately describes the provider of the service:

In the **Other Schools** field, record if the service made available to children from other Schools.

On-Site		Does the Fi	ield Need to	be filled in	✓ or X?	
Type of Childcare	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open
Before School	\checkmark	Х	\checkmark	\checkmark	\checkmark	Х
After School	Х	\checkmark	\checkmark	\checkmark	\checkmark	Х
Holiday	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Under Fives	\checkmark	\checkmark	\checkmark	\checkmark	Х	\checkmark

Weeks Open is applicable to holiday and under-fives childcare only.

When you have finished making any changes in this section, click the **Save** button in the top LH corner and the OK button to be returned to the **Census Return Details** page.

Updating Early Years Data

The **Early Years** panel_is only displayed if you have pupils of the relevant age in your school. Special Schools that only admit secondary aged pupils will not see this section and should proceed to the <u>Updating Pupils with Top-Up Funding</u> section of these notes.

The DFE use the **Early Years** data from Spring Census to determine the amount of the dedicated schools grant (DSG) allocation they provide to the local authorities.

There are now 3 grids to be completed for Early Years in Spring Census **Early Years**, **Early Years Pupil Premium Eligibility and 2 Year Old Basis for Funding**:

risus Details 2 Schot	Information 3 Chil	dcare 4 Ear	ly Years	5 Clas	slype blop	o-up Funding	7 Post I	.ooked/	Alter Arrangen	nents	89	School Dinner Taken	9 Clas	ses	10 Pupil Reconciliation	11 Atter
	[🧪 Edit												9	Hecalculate	
Name	D ate of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	Hour Setti		runueu	Disabi Acces Fund		30 Hour Code	Exten Funde Hours	ed		
Abbott,Jessica	17/02/2014	001663	N2	ASH	4	4										
Abrams,Paul	15/12/2014	001651	N2	АМ	3	4	15		15							
Alberts,Courtney	07/03/2015	001652	N2	PM	3	3	15		15						1	
Archer,Liam	16/04/2016	001703	N1	N1 PM	2	2	15		15						1	
Atkins,Portia	12/01/2015	001653	N2	АМ	3	3	15	-	15						1	
Barnes,Isaac	02/03/2015	001654	N2	PM	3	3	15		15						1	
Clark,Felicity	02/02/2015	001642	N2	АМ	3	3	15		15						-	
Early Years Pupil Pro	emium Receipt															
Name	D ate of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	ln Care		for EYPP ility		-					
Abbott,Jessica	17/02/2014	001663	N2	ASH	4	4	No	NotE	ligible							
Abrams,Paul	15/12/2014	001651	N2	АМ	3	4	No	NotE	ligible							
Alberts,Courtney	07/03/2015	001652	N2	PM	3	3	No	NotE	ligible							
Atkins,Portia	12/01/2015	001653	N2	АМ	3	3	No	NotE	ligible							
Barnes,Isaac	02/03/2015	001654	N2	PM	3	3	No	NotE	ligible							
Clark,Felicity	02/02/2015	001642	N2	АМ	3	3	No	NotE	ligible							
Dennis,Joshua	17/04/2015	001655	N2	PM	3	3	No	NotE	ligible		-					
2Year Old Basis for I	unding															
Name	D ate of Birth	AdNo.	YTI	Reg	Economic Criteria	High le or Disa	vel SEN ability		oked After a opted From							
Archer,Liam	16/04/2016	001703	N1	N1 PM												
Jones,Emmeline	17/03/2016	001705	N1	N1 AM												
Joram,Sara	07/01/2016	001706	N1	N1 PM												
Parker,Gregory	02/02/2016	001707	N1	N1 PM												
Woodman,Eira	08/03/2016	001709	N1	N1 PM												
Zenon,Jeremi	07/05/2016	001710	N1	N1 AM												

Different information needs to be filled in on the various grids for the Early Years pupils in your school according to their dates of birth, and sometimes, the year group they are taught in.

Earliest DOB	Latest DOB	Year Taught In	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Hours	EYPP	2 year old basis for funding
01/01/2017	31/12/2017	Any	N	N	N	N	N	Ν	N
01/01/2016	31/12/2016	Any	Y	Y	N	N	N	Ν	Y
01/01/2015	31/12/2015	Any	Y	Y	Y	Y	Y	Y	N
01/01/2014	31/12/2014	Any	Y	Y	Y	Y	Y	Y	N
01/01/2014	31/12/2014	E1, E2, N1 or N2	Y	Y	Y	Y	Y	Y	N
		Other than E1, E2, N1 OR N2	N	N	N	N	Ν	N	N
01/09/2013	31/12/2013	E1, E2, N1 or N2	Y	Y	Y	Y	Y	Y	N
		Other than E1, E2, N1 OR N2	N	N	N	N	N	N	N
01/01/2013	31/08/2013	Any	N	N	N	Ν	N	Ν	N

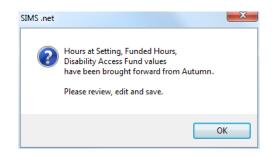
Early Years

In Spring Census 2019, data is collected about **pupils in nursery classes whose** date of birth falls in the date range 01/09/2014 to 31/12/2016 and taught in year E1, E2, N1 and N2 only

		🧷 Edit 👘)								6	Recalculate
Name [Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018		Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours	-
Abbott,Jessica 1	7/02/2014	001663	N2	ASH	4	4						
Abrams,Paul 1	15/12/2014	001651	N2	АМ	3	4	15	15				1
Alberts,Courtney 0	07/03/2015	001652	N2	PM	3	3	15	15				1
Archer,Liam 1	16/04/2016	001703	N1	N1 PM	2	2	15	15				
Atkins,Portia 1	12/01/2015	001653	N2	АМ	3	3	15	15				
Barnes,Isaac (02/03/2015	001654	N2	PM	3	3	15	15				
Clark,Felicity 0	02/02/2015	001642	N2	AM	3	3	15	15				-

Farlu Yaare Punil Promium Receint

These children are all shown together on the **Hours for Early Years Children** panel. You cannot update the information on the census screen; you must click on the **Edit** button in order to be taken to the **Update Hours page**.



You will see the above message, and clicking on **OK** will take you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Hours for Early Years.**

ensus		Pupils V			_		_		_			
erm Spring 2019 💌	Update Hours	Age at 31/08/2	2018	41	▼ YTI		Reg 🏻 🗛		 Status 	41	•	
ipils												
Disability Access Fund, 30) Hour Code and Exte	nded Fund	ed Hou	rs are NC	DT collected in	he census for p	upils aged 2 at	31/12/2018				
					Age at	Age at	Hours at	Funded	Disability	30 Hour	Extended	
Name	D ate of Birth	AdNo.	YTI	Reg	31708/2018	31/12/2018	Setting	Hours	Access Fund	Code	Funded Hours	
Abbott,Jessica	17/02/2014	001663	N2	ASH	4	4						
Abrams,Paul	15/12/2014	001651	N2	АМ	3	4	15	15				
Alberts,Courtney	07/03/2015	001652	N2	PM	3	3	15	15				
Archer,Liam	16/04/2016	001703	N1	N1 PM	2	2	15	15	i			
Atkins,Portia	12/01/2015	001653	N2	АМ	3	3	15	15				
Barnes,Isaac	02/03/2015	001654	N2	PM	3	3	15	15				
Clark,Felicity	02/02/2015	001642	N2	AM	3	3	15	15	i			
Dennis,Joshua	17/04/2015	001655	N2	PM	3	3	15	15				
Elverdon,Astrid	27/11/2015	001704	N1	N1 AM	2	3	15	15	i			
Fitzroy,Roxanne	07/07/2015	001643	N2	AM	3	3	15	15	i			
Flint,Bradley	22/12/2014	001644	N2	PM	3	4	15	15				
Holden,Beatrice	12/07/2015	001645	N2	AM	3	3	15	15	i			
Hollins,Bridget	23/02/2015	001646	N2	PM	3	3	15	15	i			
Hussein,Aziza	10/06/2015	001656	N2	AM	3	3	15	15				
on,Andrei	08/11/2014	001657	N2	PM	3	4	15	15				
Jones,Emmeline	17/03/2016	001705	N1	N1 AM	2	2	15	15				
Joram,Sara	07/01/2016	001706	N1	N1 PM	2	2	15	15				
MacIntosh,Zeke	22/10/2014	001658	N2	АМ	3	4	15	15				
Parker,Gregory	02/02/2016	001707	N1	N1 PM	2	2	15	15				•

30 Hours Childcare

Hours at Setting should reflect the number of hours that a pupil spends at your nursery each week. This could be up to 15 hours (universal) **Funded Hours**, up to 15 **Extended Funded Hours**, plus any hours that the parent pays for.

Use the **Funded Hours** column to show how many of the 15 free hours of nursery provision (the hours that all 3 & 4 year olds are entitled to – the universal hours) the pupil is spending at your nursery.

Use the **Extended Funded Hours** column where pupils have a **30 Hour Code** to show how many of their extra hours entitled pupils are spending at your nursery. Because families can choose where they use their hours, how many hours, which are the (universal) free hours and which the extended hours are, you will need to take extra care to record them properly.

Here are some scenario examples for those schools that are offering 30 hours to their 3 & 4 year old Nursery pupils

date Early Years											
Save 🄄 🔄 Undo											
ensus		Pupils V	iew								
Ferm Autumn 2017 V	Update Hours	Age at 31/08/2		3	▼ YTI	4.II 🔻	Reg 4	1	- Status	41	-
		31/08/2	017 '		_		- 1		-	1	_
upils											
Disability Access Fund,	30 Hour Code and Exte	nded Fund	ed Hou	rs are N	OT collected in	the census for p	upils aged 2 at	31/08/2017			
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31 <i>1</i> 08/2017	Age at 31/12/2017		Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
	Date of Birth		YTI N2	Reg AM	Age at 31/08/2017 3	Age at 31/12/2017 4		Hours	Access Fund		Funded
Abhra,Shaquib				-	31/08/2017	Age at 31/12/2017 4 3	Setting	Hours 15	Access Fund	Code	Funded Hours
Abhra,Shaquib Ackton,Charlotte	17/12/2013	001582	N2	AM	31/08/2017	31/12/2017 4	Setting 30	Hours 15	Access Fund	Code	Funded Hours 15
Abhra,Shaquib Ackton,Charlotte Daniels,Bryn	17/12/2013 10/02/2014	001582	N2 N2	AM AM	31708/2017 3 3	31/12/2017 4	Setting 30	Hours 15 15 15	Access Fund	Code 12345678901	Funded Hours 15
Abhra,Shaquib Ackton,Charlotte Daniels,Bryn Delanve,Millicent	17/12/2013 10/02/2014 20/11/2013	001582 001590 001592	N2 N2 N2	AM AM AM	31708/2017 3 3 3 3	3171272017 4 3 4	Setting 30 15 20.5	Hours 15 15 15 15	Access Fund	Code 12345678901	Funded Hours 15
Abhra,Shaquib Ackton,Charlotte Daniels,Bryn Delanve,Millicent Ellis,Paul	17/12/2013 10/02/2014 20/11/2013 10/02/2014	001582 001590 001592 001583	N2 N2 N2 N2	AM AM AM PM	31708/2017 3 3 3 3 3	3 1/12/2017 4 3 4 3 4 3	Setting 30 15 20.5 15	Hours 15 15 15 15 15 0	Access Fund	Code 12345678901 12345678902	Funded Hours 15
Name Abhra, Shaquib Ackton, Charlotte Daniels, Bryn Delarve, Millicent Ellis, Paul Gavil, Chrieti Hari, Kiran	17/12/2013 10/02/2014 20/11/2013 10/02/2014 08/02/2014	001582 001590 001592 001583 001584	N2 N2 N2 N2 N2 N2	AM AM AM PM PM	31708/2017 3 3 3 3 3 3 3	3 1/12/2017 4 3 4 3 4 3	Setting 30 15 20.5 15 15	Hours 15 15 15 15 15 0 0 15		Code 12345678901 12345678902	Funded Hours 15 5.5

Shaquib: 30 Hours at Setting consisting of:

15 universal Funded Hours, 15 Extended Hours (with 30 Hour Code)

Charlotte: 15 Hours at Setting consisting of

15 universal **Funded Hours**. Parents did not apply and so they have no 30 Hour Code.

Bryn: 20.5 Hours at Setting consisting of:

15 universal **Funded Hours**. The family has a 30 Hour Code, but are choosing to only take up 5.5 of their **Extended Funded Hours** at this school.

Millicent: 15 Hours at Setting consisting of:

15 universal **Funded Hours**. The family are not eligible for the extended hours and so she is using her free entitlement, but needs no eligibility code and no entry in the **Extended Funded Hours** field.

Christi: 30 Hours at Setting consisting of:

15 universal **Funded Hours**. Her family is not entitled to the Extended Funding, so there is no **30 Hour Code** and no entry in the **Extended Funded Hours** box, but her parents are paying for 15 additional hours at the Nursery, which is counted in the total number of **Hours at Setting**.

Kiran: 50 Hours at Setting consisting of:

15 universal **Funded Hours**, 15 **Extended Funded Hours** with **30 Hour Code** and her parents are paying for another 20 hours which are counted in the total number of **Hours at Setting**.

Amara: 15 Hours at Setting consisting of:

15 universal **Funded Hours**. The family is eligible for the extended hours and have a code, but are not choosing to use them at this school. so there is and entry of zero in the **Extended Funded Hours** field.

Full and Part time in Nursery

The DFE have specified that full-time and part-time should relate to the number of morning and afternoon sessions a pupil attends in a week, rather that the number of hours they attend.

Pupils who attend ten sessions a week (five mornings and five afternoons) are fulltime. Children who attend less than 10 sessions are part-time. (In this scenario, a child who attends 30 hours a week over 6 sessions/3 days is part-time)

Disability Access Fund

Children could be entitled to DAF payments if the child's disability or health conditions mean one or both of the following apply:

- they need more looking after than a child of the same age who doesn't have a disability
- they have difficulty getting about

They must have had these difficulties for at least 3 months and expect them to last for at least 6 months. If they're terminally ill (that is, not expected to live more than 6 months), they don't need to have had these difficulties for 3 months.

Children do not have to take up the full 570 hours of early education they are entitled to in order to receive DAF payments, they will be eligible where they take-up any period of free entitlement. Early years providers are responsible for identifying eligible children and are encouraged to speak to parents in order to find out who is eligible for the DAF. Parents of children qualifying for Disability Living Allowance are required to provide documented evidence of this entitlement.

Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.

Completing the Hours for Early Years Panel

Although the data is now brought through from the Autumn Census, you will still need to check it carefully, as children may have changed their hours, become eligible, or no longer be eligible for some of the hours they were in the Autumn.

In the top LH corner the **Term** field displays **spring**. To add or edit the number of **Hours at Setting, Funded Hours and Extended Funded Hours** for an individual pupil, highlight the required pupil then click the applicable cell and enter the required number. Hours should reflect what will happen in census week.

date Early Years												
Save 🄄 🄄 Undo												
Census		Pupils V	ew									
Term Spring 2019 💌	Update Hours	Age at 31/08/2	018 F	All 🛛	▼ YTI	411 💌	Reg 🗛	I j	 Status 	41	•	
		0170072	010									
Pupils												
Disability Access Fund 3	R0 Hour Code and Exter	nded Fund	ed Hour	rs are Nf	T collected in t	he census for n	unils an ed 2 at	31/12/2018				
Disability Access Fund, 3	30 Hour Code and Exter	nded Fund	ed Hou	rs are NO	DT collected in 1	he census for p	ipils aged 2 at	31/12/2018				
Disability Access Fund, 3	30 Hour Code and Exten				DT collected in 1 Age at 31/08/2018		upils aged 2 at Hours at Setting	Funded	Disability Access Fund	30 Hour Code	Extended Funded Hours	-
			YTI		Age at	Age at	Hours at	Funded	Access		Funded	-
Name	Date of Birth 17702/2014	AdNo. 001663	YTI N2	Reg ASH	Age at 31/08/2018	Age at 31/12/2018	Hours at Setting	Funded Hours	Access Fund		Funded	1
Name Abbott,Jessica	Date of Birth 17/02/2014 15/12/2014	AdNo. 001663 001651	YTI N2 N2	Reg ASH	Age at 31/08/2018 4	Age at 31/12/2018	Hours at Setting	Funded Hours	Access Fund		Funded	
Name Abbott,Jessica Abrams,Paul	Date of Birth 17/02/2014 15/12/2014 07/03/2015	AdNo. 001663 001651 001652	YTI N2 N2 N2	Reg ASH AM	Age at 31/08/2018 4 3 3	Age at 31/12/2018	Hours at Setting	Funded Hours 15	Access Fund		Funded	

Rather than filling in the hours for each pupil individually, you could use the **Pupils View** drop down lists to select groups of pupils to work on.

late Early Years											
Save 🛛 🟐 Undo											
ensus		Pupils V	iew								
erm Spring 2019 💌	Update Hours	Age at 31/08/2	_	JI [YTI 		Reg 斗	1	 Status 	41	-
		3170072	.018	dl 🛛							
upils Disability Access Fund, 30	Hour Code and Eut	ndod Ermd	2	2	collected in t	he census for p	units around 2 st	21/12/2010			
Disability Access Fund; 50	Hour code and Exc	nueu runu	3		collected in t	ne census for p	upiis ayeu z ai	3171272018			
Name					Ago at	اد ممغ	Hours at	Fundad	Disability	20 4	Extended
Name	Date of Birth	Auno.		пеу	31/08/2018	31/12/2018	Setting	Hours	Fund	Code	Hours
Abrams,Paul	15/12/2014	AGNO. 001651			31/08/2018 3	31/12/2018 4	Setting 15	nouis	Fund	Code	
			N2			31/12/2018 4 3	-	15	Fund	Code	
Abrams,Paul	15/12/2014	001651	N2 N2	AM	3	4	- 15	15 15	Fund	Code	
Abrams,Paul Alberts,Courtney	15/12/2014 07/03/2015	001651 001652	N2 N2 N1	AM PM N1 PM	3	4	15	15 15 15	Fund	Code	
Abrams,Paul Alberts,Courtney Archer,Liam	15/12/2014 07/03/2015 16/04/2016	001651 001652 001703	N2 N2 N1 N2	AM PM N1 PM AM	3 3 2	4 3 2	- 15 15	15 15 15 15 15	Fund	Code	
Abrams,Paul Alberts,Courtney Archer,Liam Atkins,Portia	15/12/2014 07/03/2015 16/04/2016 12/01/2015	001651 001652 001703 001653	N2 N2 N1 N2 N2 N2	AM PM N1 PM AM	3 3 2 3	4 3 2 3	- 15 15 15	15 15 15 15 15 15	Fund	Code	
Abrams,Paul Alberts,Courtney Archer,Liam Atkins,Portia Barnes,Isaac	15/12/2014 07/03/2015 16/04/2016 12/01/2015 02/03/2015	001651 001652 001703 001653 001654	N2 N2 N1 N2 N2 N2 N2	AM PM N1 PM AM PM AM	3 3 2 3	4 3 2 3 3 3	- 15 15 15 15 15	15 15 15 15 15 15 15	Fund	Code	
Abrams,Paul Alberts,Courtney Archer,Liam Alkins,Portia Barnes,Isaac Clark,Felicity	15/12/2014 07/03/2015 16/04/2016 12/01/2015 02/03/2015 02/02/2015	001651 001652 001703 001653 001654 001642	N2 N2 N1 N2 N2 N2 N2 N2 N2	AM PM N1 PM AM PM	3 3 2 3 3 3 3 3	4 3 2 3 3 3 3	- 15 15 15 15 15 15	15 15 15 15 15 15 15 15 15	Fund	Code	

You can use the **Age at 31/08/2018** drop-down to look at the pupils by age, or the more familiar **Year Taught In** drop down.

If most of the pupils are accessing the same number of hours, the easiest way to populate the information is to enter the hours applicable to most pupils, then edit the hours for the individual pupils who have a different number of funded hours.

If you right-click the **Hours at Setting** column heading and choose **Select All**, you will find that the whole table is highlighted.

ate Early Years												
ave 🄄 Undo												
		_										
ensus		Pupils V					_		_			
erm Spring 2019 💌	Update Hours	Age at 31/08/2	1018 B	All I	▼ YTI	4II 🔻	Reg 🏻 🏻		 Status 	41	•	
pils												
) isability Access Fund, 30 H	lour Code and Exte	nded Fund	ed Hou	rs are N(DT collected in t	he census for pu	pils aged 2 at	31/12/2018				
									_			_
					Age at	Age at	Hours at		Disability	30 Hour	Extended	
Name	D ate of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	Hours at S		Access Fund	Code	Funded Hours	
Name Abrams,Paul	Date of Birth 15/12/2014	AdNo. 001651		Heg AM	317/08/2018 3	31 <i>7 2</i> 2018 4	Sort		Fund	Code		
			N2				Sort	By	Fund	Code		
Abrams,Paul	15/12/2014	001651	N2 N2	АМ	3 3	4	Sort	: By ect All 15	Fund	Code		
Abrams,Paul Alberts,Courtney	15/12/2014 07/03/2015	001651 001652	N2 N2 N1	AM PM	3 3	4 3	Sort	By 15	Fund	Code		
Abrams,Paul Alberts,Courtney Archer,Liam	15/12/2014 07/03/2015 16/04/2016	001651 001652 001703	N2 N2 N1 N2	AM PM N1 P_	3 3 2	4 3 2	Sort	By 15 ct All 15	Fund	Code		
Abrams,Paul Alberts,Courtney Archer,Liam Atkins,Portia	15/12/2014 07/03/2015 16/04/2016 12/01/2015	001651 001652 001703 001653	N2 N2 N1 N2 N2	AM PM N1P_ AM PM	3 3 2 3	4 3 2 3	Sort	By 15 at Al 15	Fund	Code		
Abrams,Paul Alberts,Courtney Archer,Liam Atkins,Pottia Barnes,Isaac	15/12/2014 07/03/2015 16/04/2016 12/01/2015 02/03/2015	001651 001652 001703 001653 001654	N2 N2 N1 N2 N2 N2 N2	AM PM N1P_ AM PM	3 3 2 3 3 3	4 3 2 3 3 3	Sort	By 15 15 15 15 15 15	Fund	Code		
Abrams, Paul Alberts, Courtney Archer, Liam Atkins, Portia Barnes, Isaac Clark, Felicity	15/12/2014 07/03/2015 16/04/2016 12/01/2015 02/03/2015 02/02/2015	001651 001652 001703 001653 001654 001642	N2 N2 N1 N2 N2 N2 N2 N2	AM PM N1P_ AM PM AM	3 3 2 3 3 3 3 3	4 3 2 3 3 3 3	Sort	By 15 ct Al 15 15 15 15 15 15 15	Fund	Code		
Abrams, Paul Alberts, Courtney Archer, Liam Atkins, Potia Barnes, Isaac Clark, Felicity Dennis, Jostwa	15/12/2014 07/03/2015 16/04/2016 12/01/2015 02/03/2015 02/02/2015 17/04/2015	001651 001652 001703 001653 001654 001642 001655	N2 N2 N1 N2 N2 N2 N2 N2 N2 N1	AM PM N1P_ AM PM AM	3 3 2 3 3 3 3 3	4 3 2 3 3 3 3 3 3	Sort	By 15 15 15 15 15 15 15 15	Fund	Code		

You can then click in one of the highlighted cells in the **Hours at Setting** column and enter the number of hours that is correct for the majority of pupils, and straight away do the same in the **Funded Hours** column.

ate Early Years												
ave 🌖 Undo												
		_										
insus		Pupils V			-				_			
erm Spring 2019 💌	Update Hours	Age at 31/08/2	₂₀₁₈	41	 YTI 	411 💌	Reg 🏻 🗛	I	▼ Status	All	•	
pils												
) isability Access Fund, 3	0 Hour Code and Exte	nded Func	led Hou	rs are Ni)T collected in t	he census for p	upils aged 2 at	31/12/2018				
								c	Disability	2011	Extended	_
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018		Funded Hours	Access	30 Hour Code	Funded Hours	E
Abrams,Paul	15/12/2014	001651	N2	АМ	3	4	15	1				1
Alberts,Courtney	07/03/2015	001652	N2	PM	3	3	15	1	5			
Archer,Liam	16/04/2016	001703	N1	N1 PM	2	2	15	1	5			
Atkins,Portia	12/01/2015	001653	N2	АМ	3	3	15	1	5			
Barnes,Isaac	02/03/2015	001654	N2	PM	3	3	15	1	5			
Clark,Felicity	02/02/2015	001642	N2	АМ	3	3	15	1	5			1
Dennis,Joshua	17/04/2015	001655	N2	PM	3	3	15	1	5			
Elverdon,Astrid	27/11/2015	001704	N1	N1 AM	2	3	15	1	5			
Fitzroy,Roxanne	07/07/2015	001643	N2	АМ	3	3	15	1	5			
Flint,Bradley	22/12/2014	001644	N2	PM	3	4	15	1	5			1
Holden,Beatrice	12/07/2015	001645	N2	АМ	3	3	15	1	5			
Hollins,Bridget	23/02/2015	001646	N2	PM	3	3	15	1	5			
Hussein,Aziza	10/06/2015	001656	N2	АМ	3	3		1	5			
on,Andrei	08/11/2014	001657	N2	PM	3	4	15	1	5			
lones,Emmeline	17/03/2016	001705	N1	N1 AM	2	2	15	1	5			
loram,Sara	07/01/2016	001706	N1	N1 PM	2	2	15	1	5			
MacIntosh/Zeke	22/10/2014	001658	N2	АМ	3	4	15	1	5			
Parker,Gregory	02/02/2016	001707	N1	N1 PM	2	2	15	1	5			
Pineton,Benjamin	28/07/2015	001659	N2	AM	3	3	15	1	5			-

If any of the pupils are doing a different number of Hours at Setting or Funded Hours, click in the individual cells to amend the entry.

Update Early Years											
odate Early Years											
Save 🄄 Undo											
Census		Pupils V	iew				_				
Term Spring 2019 💌	Update Hours	Age at 31/08/2	1018 F	All 🛛	▼ YTI	411 💌	Reg 🏻	All .	 Status 	41	•
Pupils											
-											
Disability Access Fund,	30 Hour Code and Exter	nded Fund	ed Hou	rs are N(DT collected in I	the census for p	upils aged 2 a	t 31/12/2018	1		
Disability Access Fund,	30 Hour Code and Exter				Age at	the census for p Age at 31/12/2018	upils aged 2 a Hours at Setting	Funded	Disability Access Fund	30 Hour Code	Extended Funded Hours
			YTI		Age at	Age at	Hours at	Funded Hours	Disability Access Fund		Funded
Name	Date of Birth 15/12/2014	AdNo.	YTI N2	Reg AM	Age at 31/08/2018	Age at	Hours at Setting	Funded Hours	Disability Access Fund	Code	Funded
Name Abrams,Paul	Date of Birth 15/12/2014	AdNo. 001651 001652	YTI N2 N2	Reg AM	Age at 31/08/2018 3	Age at	Hours at Setting 1!	Funded Hours 5	Disability Access Fund	Code	Funded

The **Disability Access Fund** column remains blank unless you click into it, at which point you can choose **Yes** for those children in receipt of DAF on census day. You do not have to choose **No** for every child that is not eligible.

When you have finished, click the **Save** button in the top LH corner of the screen.

j	<u> </u>		8/2017 '		I	_		
upils								
Disability Access Fur	nd, 30 Hour Code and SIMS .n		unded Hou	rs are NOT c	ollected in the cer	isus for pi	upils aged 2 at	31
Name	ı 🧉	There is	at least o	ne pupil who	has zero hours.	17	Hours at Setting	Fi H
Abhra,Shaquib	1 🥑	Do you	wish to cor	ntinue?			15	i
Ackton,Charlotte	1						15	5
Clark,Felicity	C.			Yes	No		0	5
Clinton,Joseph	0 77077201		n NZ	HIM 4	4		15	i
Daniels,Bryn	20/11/201	3 00159	12 N2	AM 3	4		15	5

If there are any pupils where zero hours have been recorded, a message is displayed asking if you wish to continue with the **Save.** There are some scenarios where it is correct for a pupil to have zero hours recorded, so you will need to check before you click the **Yes** or **No** buttons. The **Status** drop-down might help you with this.

-	Status	
		No Hours at Setting No Funded Hours
2017		Nor unded routs

Once you have saved, you can click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

Early Years Pupil Premium Receipt and **2 Year Old Basis for Funding** need to be filled in on the School Census 'page'.

By the time Early Years Pupil Premium (EYPP) data is collected, the EYPP funding has already been allocated to schools. For this reason Capita have renamed **Early Years Pupil Premium** *Eligibility* **as Early Years Pupil Premium** *Receipt***.**

Indication confirming that children are <u>in receipt of</u> Early Years Pupil Premium is required for **pupils born between 01/09/2014 and 31/12/2015 and pupils born between 01/09/2013 and 31/12/2014 and taught in year E1, E2, N1 and N2 only.**

Pupils are eligible for Early Years Pupil Premium (EYPP) if:

- they meet the benefits-related criteria for Free School Meals
- they are In Care
- they are Post Looked After.

Name	D ate of Birth	AdNo.	YTI	Reg	Age at 31/08/2018		In Care	Basis for EYPP Eligibility
Abbott,Jessica	17/02/2014	001663	N2	ASH	4	4	No	Not Eligible
Abrams,Paul	15/12/2014	001651	N2	АМ	3	4	No	Receipt-economic
Alberts,Courtney	07/03/2015	001652	N2	PM	3	3	No	Not Eligible
Atkins,Portia	12/01/2015	001653	N2	AM	3	3	No	Receipt - economic 💌
Barnes,Isaac	02/03/2015	001654	N2	PM	3	3	No	Not Eligible
Clark,Felicity	02/02/2015	001642	N2	АМ	3	3	No	Not Eligible
Dennis Joshua	17/04/2015	001655	N2	PM	3	3	No	Not Eligible

2 Year Ald Basis for Funding

The pupils shown in the **Early Years Pupil Premium Receipt** grid are a sub-set of the pupils shown in the first grid (those that fall into the age criteria for EYPP – three and four year olds). The **Basis for EYPP Eligibility** defaults to **Not Eligible**, for those children that are eligible, you should click in the applicable cell and select from the options:

- receives through Economic reasons
- receives through Other reasons
- receives through Economic and Other reasons
- receives but the basis is **Unknown**.

If you **Recalculate** or **Calculate All Details** before saving, your **Basis for EYPP Receipt** edits will be lost.

Something needs to be entered for every pupil who has Funded Hours in the **2 Year** Old Basis for Funding grid to show how they are entitled to that funding. For Census, two year olds are pupils born between 1 January 2016 and 31 December 2016 inclusive) regardless of year taught in.

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Archer,Liam	16/04/2016	001703	N1	N1 PM	Yes	Yes	No
Jones,Emmeline	17/03/2016	001705	N1	N1 AM	Yes	No	No
Joram,Sara	07/01/2016	001706	N1	N1 PM	No	Yes	No
Parker,Gregory	02/02/2016	001707	N1	N1 P_		-	
Woodman,Eira	08/03/2016	001709	N1	N1 PM	Yes		
Zenon,Jeremi	07/05/2016	001710	N1	N1 AM		1	

Click in the appropriate cell and choose Yes from the drop-down to show their basis of funding. A pupil might meet one or more of the criterion. Select **Yes** to each applicable basis for funding. Something needs to be entered for every child that appears in the grid.

If during the period when you are working on your census

Hours at Setting or Funded Hours are edited via Tools | Statutory Return Tools | Update Hours for Early Years

- ✤ a new pupil is added in SIMS
- ✤ a pupil's date of birth is amended,

Early Years		🖉 Edit							
Name	Date of Birth	Gender	AdNo.	YTI	Reg	Age at 31/08/2016		Hours at Setting	Funded Hours
Abhra,Shaquib	17/12/2013	Male	001582	N1	N1 AM	2	3	15	15
Adams,Sadie	20/03/2013	Female	001521	N2	АМ	3	3	15	15
Alyona, Tatyana	21/12/2012	Female	001522	N2	PM	3	4	15	15
Andrews,Richard	02/12/2012	Male	001523	N2	АМ	3	4	15	15
Bronislaw, Tomaz	06/04/2013	Male	001524	N2	PM	3	3	15	15
Clarke,Harriette	09/11/2012	Female	001525	N2	АМ	3	4	15	15
Davies,Adam	01/12/2012	Male	001526	N2	AM	3	4	15	15

Use the **Recalculate** button at the top RH side of the **Hours for Early Years** section of the School Census page to ensure that the up-to-date data is displayed.

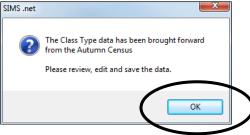
The details are saved when you **Save** your census.

Checking/Updating Class Types – Primary Schools with Nursery Classes Only

It is necessary for Primary schools with Nursery pupils to specify the type of class each pupil belongs to on the return date. Pupils in your Nursery class should be specified as **Nursery** with all other pupils specified as **Other**. Data can be updated by clicking the **Edit** button in the Class Type section on the School Census page..

lass Type	🖉 Edit							S Recalculate
Name	Pate of Birth	Cender	AdNo	YTI	Reg	Nursery	Other	
Abbott, Jessica	17/02/2014	Female	001663	N2	ASH		√	1
Abdullah, Tamwar	12/01/2009	Male	001275	5	5BB		✓	
Abhra, Abjit	20/11/2009	Male	001336	4	4ES		✓	
Abhra, Alisha	20/11/2009	Female	001337	4	4ES		✓	
Abhra, Shaquib	17/12/2013	Male	001582	R	ELM		✓	
Abrams, Paul	15/12/2014	Male	001651	N2	AM	✓		

A message informs you that the class type data has been brought forward from the Autumn Census.



Click the **OK** button to display the **Update Class Type** dialog.

Clicking on this button will take you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Class Type**

ave 🄄 🕘 Undo								
0100								
			_					
Insus			Pupils Vi	iew				
erm Spring 2019	•	(YTI	All	eg leg	41	💌 Statu	is All
				-				
ipils								
Name	D ate of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other	<u> </u>
Abbott, Jessica	17/02/2014	Female	001663	N2	ASH		√	
Abdullah, Tamwar	12/01/2009	Male	001275	5	5BB		√	
Abhra, Abjit	20/11/2009	Male	001336	4	4ES		✓	
Abhra, Alisha	20/11/2009	Female	001337	4	4ES		✓	
Abhra, Shaquib	17/12/2013	Male	001582	R	ELM		✓	
Abrams, Paul	15/12/2014	Male	001651	N2	АМ	✓		
Ackton, Charlotte	10/02/2014	Female	001590	R	PINE		✓	
	22/03/2010	Male	001339	4	4SL		✓	
Ackton, Stan			-	-	0.0		\checkmark	
Ackton, Stan Adams, Nancy	18/12/2011	Female	001460	2	2JB		¥	
	18/12/2011 20/03/2013	Female Female	001460 001521	2	ELM		↓	

Check that the **YTI** (Year Taught In) field is displaying **AII**. Right Click on the grey column heading **Other** and choose **Check AII** from the options.

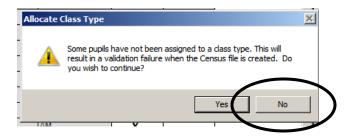
Nursery	Other	
	Sort By	
	Check All	
	Remove All	
	Nursery	Sort By Check All

You have now changed all the pupils in the school to Class Type **Other**. If you are a school that has pupils in a Nursery class, you will now need to make sure that they have **Class Type Nursery**. Click on the **Year Group** down arrow and select **N2** from the list. **Right Click** on the grey column heading **Nursery** and choose **Check All** from the options.

ate Class Type								
ave 🄄 Undo								
			_	_				
insus			P pils V					
erm Spring 2019	•			N2	Reg	211	 Status 	41
pils		· · · · · · · · · · · · · · · · · · ·						
					_	C		_
lame	D ate of Birth	Gender	AdNo.	YTI	Reg	Nurserv	Sort By	
Abbott, Jessica	17/02/2014	Female	001663	N2	ASH	✓	Check All	
Abrams, Paul	15/12/2014	Male	001651	N2	AM	 ✓ 	Remove All	
Alberts, Courtney	07/03/2015	Female	001652	N2	PM	√ —		
Atkins, Portia	12/01/2015	Female	001653	N2	AM			_
Barnes, Isaac	02/03/2015	Male	001654	N2	PM	✓		
Clark, Felicity	02/02/2015	Female	001642	N2	AM	✓		
Dennis, Joshua	17/04/2015	Male	001655	N2	PM	✓		
Fitzroy, Roxanne	07/07/2015	Female	001643	N2	AM	✓		
Flint, Bradley	22/12/2014	Male	001644	N2	PM	✓		
			-					
Holden, Beatrice	12/07/2015	Female	001645	N2	AM	✓		

If you have also have an N1 year group in your school, you will need to repeat the process but this time when you click the Year Group drop down arrow, choose N1 from the list.

When you have made all your changes, click on the **Save** button in the top LH corner. If there are still any pupils who do not have a Class Type assigned, you will see the following warning:



To see which pupils these are click on the **Status** drop down arrow and select **No Class Type** from the list. This will display any pupils without a Class Type and you can click in the appropriate box to select their Class Type.



Click the **Save** button in the top **LH** corner and **OK** in the bottom **RH** corner of the screen to return to the **Census Return Details** page

Updating Pupils with Top-Up Funding

From this academic year, the DFE is using the top-up funding indicator in census in the new high needs national funding formula, and for research/benchmarking, therefore it is very important that all schools complete this data item correctly and strictly follows the DFE guidance

Top-up funding is supplied to schools to meet the cost of support high needs pupils above a specified threshold. They are nearly always pupils who have an EHCP. Currently, the threshold for mainstream schools and academies is £6,000 per pupil per annum. Top-up funding is paid in respect of individual pupils whose additional support costs more than this, and is for the excess costs over the threshold. For pupils taught in a designated special unit or resourced provision attached to a mainstream school or academy, and all special schools and PRUs, the funding they receive is £10,000 per place, and the top-up funding will be for the costs incurred by the school in providing additional support in excess of this funding. Because the full cost of places in special schools and PRUs usually exceeds £10,000, these types of schools will normally receive top-up funding for most, if not all, of the pupils in the school.

You can access information about your school's Top-Up funding on the EGFL. Your LA contact for enquiries about Top-Up funding is Sarah Guest, <u>squest@ealing.gov.uk</u>, 020 8825 5121.

If the pupils with top-up funding have been recorded previously via **Tools Statutory Return Tools | Update Top-Up Funding**, the data is displayed in the **Top-up Funding** panel. To check and make changes to this panel, click on the **Edit** button.

urname	Preferred Symame	Forename	YTI	Reg	SEN	Ever in	
ackson	Vackson	Chloe	4	4SL	E	No	
tock	Stock	Peter	4	4ES	E	No	
usaf	Yusaf	Adan	3	3CB	E	No	
	·						

If the panel is initially blank and you click the **Edit** button, you will see the following message:

SIMS .Net	×
There are no students selected. Do you wish to copy forward the students from the Autumn?	
Yes No	

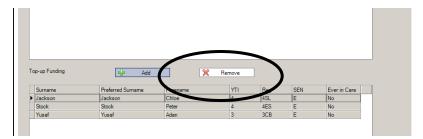
Click on **Yes** and you will be taken to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Top-Up Funding**.

Pupils selected previously are shown in the bottom half of the page. If you need to add any more, you can use one, or a combination of the drop-down menus to **Search** for them.

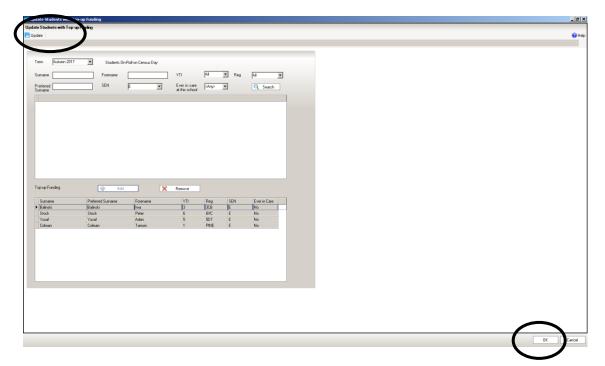
snes Upo	late Studen	nts with Top-up Fund	ling										_ 8
Upda	e Students (with Top-up Funding											
BUp	late												🕹 н
										_			
	_									-			
	em jau	itumn 2017 🗾	Students Dr	n-Roll on Census Day									
	umame		Forename		YTI	41	 Reg 	م ا الم					
						L.	neg	4I <u>•</u>					
E	referred	1	SEN	(Any) 💌	Ever in care at this school	(Âny)	•	🔍 Search					
2	umarne			(Any)	at this school				-				
				K									
				N									
				5									
										/			
										-			
		_											
	op-up Fundin	. (
	op-op nonum	° (🐳 Add		Remove								
	Sumame	Pref	erred Sumano	and the second s	YTI	Reg	SEN	Ever in Care	1				
Ī	Balinski	Bain		Iwa	3	3CB	E	No					
	Stock	Stor		Peter	6	6VC	E	No					
	Yusaf	Yus	af	Adan	5	5D T	E	No					

Once you have found the required pupils, click on their names in the top half of the screen to select them, and use the **Add** button to move thenames to the bottom half of the screen. You can use the **Control** button on your keyboard to select multiple pupils, or **Control+Shift** to select block of pupils to move

If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.



Click the **Update** button in the top LH corner of the screen to save the data and arrange the list of pupils in **Surname** order.



Click the **OK** button at the bottom RH side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

Updating Post Looked After Arrangements

This section of census collects information regarding children on roll on census day that have left care through either adoption, a special guardianship order, a residence order or a child arrangement order. Children who have left care under one of the measures listed above will be eligible for the post looked after element of the pupil premium.

The DFE will collect this information in each census, but you should only enter a pupil's name if the persons with parental responsibility <u>have self-declared to the</u> <u>school</u> that their child was In Care immediately before Adoption, under a **special guardianship order**, a **residence order** or **child arrangement order**. As part of the self-declaration process, parents must show the school evidence of the adoption/special guardianship/residence/child arrangement order.

To make changes to the panel clicking the **Edit** button.

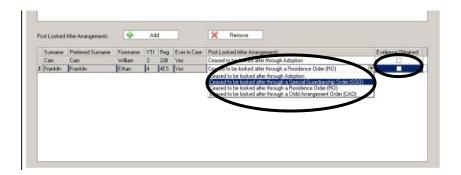
st Looked Af	ter Arrangements	🖉 Edit					Recalculate
iumame	Preferred Summe	Forename	YTI	Reg	Ever in C	PLAA	
ain	Cain	William	1	ELM	Yes	Ceased to be looked after through Adoption	
iranklin	Franklin	Ethan	3	3T0	Yes	Ceased to be looked after through a Residence Order (RO)	

This takes you to the same place as if you had followed the route **Tools** | **Statutory Return Tools** | **Update Post Looked After Arrangements.** Pupils selected previously are shown in the bottom half of the page. If you need to add any more, you can use one, or a combination of the drop-down menus to **Search** for them.

Surname		Forena	ame			YTI	411 💌				
Preferred Surname		 Reg		41	•	Ever in Care	Yes 💌	Q. Sei	arch		
Sumame	Prefe	rred Surname		Forename		at this school	<any></any>	Ever in Care			1
Rossiter	Ross			Bradley		R	FNo	Yes)	
Stevens	Steve	110		Holly		6	6VC	Yes			
Post Looked	After Arrangements		Add	\supset) 3	🗙 Remove					
Surname	Preferred Surname	Forename	YTI I	Reg Eve	rin Care P	ost Looked After Arrang				Evidence Obtained	_ _
Surname Cain	Preferred Surname	William	YTI I 3	Reg Eve 3TO Yes	rin Care P	lost Looked After Arrang leased to be looked afte	r through Adoption				
Surname Cain Erikson	Preferred Surname Cain Erikson	William Finley	YTI 3 1	Reg Eve 3TO Yes OAK Yes	rin Care P C	'ost Looked After Arrang leased to be looked afte leased to be looked afte	r through Adoption r through Adoption	nce Dider (RD)			
Surname Cain	Preferred Surname	William	YTI 3 3 1	Reg Eve 3TO Yes	rin Care P C C	lost Looked After Arrang leased to be looked afte	r through Adoption r through Adoption r through a Resider				
Surname Cain Erikson Falmer	Preferred Surname Cain Erikson Falmer	William Finley Michael	YTI 3 : 1 5 ;	Reg Eve 3TO Yes OAK Yes PINE Yes	r in Care P C C C C	lost Looked After Arrang leased to be looked afte leased to be looked afte leased to be looked afte	r through Adoption r through Adoption r through a Resider r through a Resider	nce Order (RO)	er (SGO)		

Click on pupil names in the top half of the screen to select them, and use the **Add** button to move the names to the bottom half of the screen. You can use the **Control** button on your keyboard to select multiple pupils, or **Control+Shift** to select block of pupils to move.

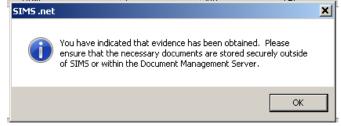
If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.



Select the correct **Post Looked After Arrangements** status from the drop-down list

If applicable, select the **Evidence Obtained** check box to indicate whether documents have been obtained providing evidence that the pupil has been adopted from care.

Clicking the **Update** button in the top LH corner of the screen to save the data and arrange the list of pupils in **Surname** order.



If you have ticked the **Evidence Obtained** box against any of the pupils, you will see the above message when you click the **Update** button.

When you have finished making changes, click the **OK** button located at the bottom RH of the screen to return to the **Census Return Details** page, where the updated information is displayed.

	D (10	-	YTI	D	F . C		
Surname	Preferred Surname	Forename	YII	Reg		Post Looked After Arrangements	
Cain	Cain	William	2	2JB	Yes	Ceased to be looked after through Adoption	
Franklin	Franklin	Ethan	4	4ES	Yes	Ceased to be looked after through a Residence Order (RO)	
D'Connor	O'Connor	Marc	6	6KH	Yes	Ceased to be looked after through a Child Arrangement Order (CAO)	
D'Connor	O'Connor	Marc	6	6KH	Yes	Ceased to be looked after through a Child Arrangement Order (CAO)	

School Dinner Taken – Schools with Reception, year 1 and Year 2 pupils

In this panel of school census we are recording the number of Universal Free School Meals eaten by pupils in Reception, Year 1 and Year 2. This will include all the

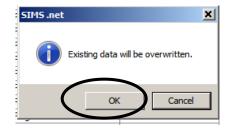
pupils in those curriculum years that ate, (including those who are eligible for deprivation free school meals).

The DFE are going to use the numbers from the **School Dinner Taken** panel in census to give schools an amount of money per child per day to pay for the food. Therefore, **it is important that you return a sensible figure** in this section of census – for instance, if due to some exceptional circumstance pupils are unable to take their universal School Meal, then you should return the figures from another day when a more normal number of meals were taken. If you do this, the **Reference Date** can be amended to allow the use of the **Calculate from...** buttons

Group By 🔹			•	Calculate From Atte	endance 🖉 Calculate From Dinn	er Money
Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken	🔺 🛷 Tick All
Abhra	Shaquib	B	ELM	Single Registration	✓	Reset
Ackton	Charlotte	B	PINE	Single Registration	✓	
Adams	Nancy	2	2JB	Single Registration	✓	
Adams	Sadie	1	ELM	Single Registration	✓	
Alala	Candis	2	2GH	Single Registration	✓	
Alala	Michael	R	PINE	Single Registration		
Alyona	Tatyana	1	PINE	Single Registration	✓	
Andrews	Richard	1	ASH	Single Registration	✓	
Barden	Olivia	2	2JB	Single Registration	√	
Bartram	Piers	1	ASH	Single Registration	✓	
Bateman	Vincent	2	2GH	Single Registration		
Bennet	Eloise	1	PINE	Single Registration		
Benson	Chantal	R	ELM	Single Registration	✓	
Bhati	Aini	2	2JB	Single Registration	✓	

The School Dinner Taken panel displays <u>all the children</u> on roll on Census Day in Reception, Year 1 and Year 2. The Calculate From ... buttons are only available if the school has the relevant modules in use otherwise they are greyed-out.

On Census Day (or the alternative day you have chosen by amending the Reference Date), after Attendance or Dinner Money has been updated to reflect who is absent/present, click the relevant **Calculate from...** button at the top of the panel. The first thing you will see is a warning message reminding you that calculating will overwrite what is already in the table. As this is the first time we are running through our return, and we have not, as yet made any manual edits to the table, we can just click **OK** to close this message.



If the module you are calculating from has not been fully completed for census day you will see a warning message. (*The example below is from using the Calculate from Attendance routine*)

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken		🔺 🛷 Tick All
Abhra	Neel	R	ELM	Single Registration			Reset
Abraham	Jane	2	2JB	Single Registration			
Ackton	Stan	R	OAK SIMS	.net		×	
Adams	Laura	2	2JB				
Akeman	Rebecca	2	2JB	Missing marks exist.			
Andrews	Josef	R	ELM (Please ensure that registers	have been taken. Missing	marks have	
Arkell	Isis	2	2JB	been interpreted as absent	and no dinner taken.		
Astoni	Sonya	2	2JB	Do you want to continue?			
Astwick	William	2	2JB				
Bailey	Eve	R	OAK		ок	Cancel	
Baker	Fiona	2	2JB			Concer	
Balinski	Cyla	R	ELM	Single Registration			
Balinski	Fil	R	ASH	Single Registration			
Balinski	lwa	R	PINE	Single Registration			
1						-	

If you prefer, or if there is any problem with getting **Attendance** or **Dinner Money** up to date on Census Day, you can opt **not** to use the **Calculate From** ... buttons at all, and just update the panel with who is present/absent manually.

Any children in the relevant years who have chosen **not** to take the free meal should be unticked in the panel.

Astoni	Sonya	2	2JB	Single Registration	✓	
Astwick	William	2	2JB	Single Registration	✓	
Bailey	Eve	R	OAK	Single Registration		
Baker	Fiona	2	2JB	Single Registration	✓	
Balinski	Cyla	R	ELM	Single Registration	✓	
Balinski	Fil	R	ASH	Single Registration	✓	
	·					-
				T	otal Taken: 174 T	otal Not Taken: 7

At the bottom of the panel check the **Total Taken** and **Total Not Taken** boxes. After the return has been **Created and Validated**, you will be able to run the **School Dinner Taken** Detail Report to make further checks.

Classes (NOT applicable to Nursery and Special schools)

On this panel of the Census we are thinking about which pupils and staff are in class, and what they are doing at your <u>selected time</u> for Census. The School Census collects a 'snapshot' of information from SIMS based on a *selected time* on census day. The *selected time* is based on the last digit of your DfE establishment number and this year, is calculated as follows:

2, 3 or 6	The selected time is one hour after the start of afternoon school
4, 7, 8 or 9	The selected time is one hour after the start of morning school
0, 1 or 5	The selected time is one hour before the end of morning school

There are other considerations when choosing your selected time:

- It should **NOT** be a time when the whole school or a large proportion of the school is involved a group activity, for example, in an assembly with the head teacher. Schools should choose an hour that reflects a 'normal' class situation that applies at the selected time each Thursday of the term
- It **SHOULD** be a time when Primary schools with infant classes, (Reception and/or Key Stage 1 classes), are engaged in academic activity rather than excepted activities (for example, games, music, watching television where a larger group of children is being supervised by fewer staff). If you find that you have to change your selected time for this reason, you should **apply the change to the whole school and not just the infant classes.**
- Do not record unusual situations (such as class amalgamation or school closure) which may have occurred on the Census Day due to something like staff training, severe weather conditions or religious observances.

If you find that you have had to use a different day or time from that indicated by the DFE specification above, you should record the details for audit purposes. The notes part of the Headteacher's Authorisation report would be a good place to do this (a reminder is included in these notes at that point).

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Taught In	Туре	KeyStage	Activity		🔄 Recalcula
2GH										New
2JB	30	0	1	0	Year 2	Other	Key Stage 1			🗙 Delete
3CB	30	0	1	0	Year 3	Other	Key Stage 2			Delete
3TO	30	0	1	0	Year 3	Other	Key Stage 2			
4ES	30	0	1	0	Year 4	Other	Key Stage 2			I
4SL	29	0	1	0	Year 4	Other	Key Stage 2			
5BB	31	0	1	0	Year 5	Other	Key Stage 2			
5DT	30	0	1	0	Year 5	Other	Key Stage 2			
екн	21	0	1	0	Year 6	Other	Kav Stana 2			

In the **Class Name** column every class that you have in your school should be listed as set up in your pastoral structure. You may have to use the scroll arrow to see all the names.

The Class **Type** defaults to **Other**. If you have nursery class/es, you will have to click in the Type column next to the class name and then select **Nursery** from the drop-down menu.

1	asses									
	Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Group	Туре	KeyStage	Activity	🔄 Recalculate
	1HP	29	0	2	0	Year 1	Other	Key Stage 1	Other	New
	1P	28	0	2	0	Year 1	Other	Key Stage 1	Other	🗙 Delete
I	2R	30	0	1	0	Year 2	Nur	 Key Stage 1 	Other	
	25	29	0	1	0	Year 2 🦯	<i>i</i> 4	Description	===	
	3A	27	0	1	0	Year 3	Other		er	
	ЗМ	30	0	1	0	Year 3	Nursery		er	
	4B	27	0	1	0	Year 4	I		er	
	4M	30	0	1	0	Year 4	X	They stage 2	- diner	
	5G	30	0	1	0	Year 5	Other	Key Stage 2	Other	
	EV			1		O.L.E	0	V	04	

Check that the number of pupils on roll in each class is correct in the **Pupils (On Roll)** column.

When checking class sizes at the selected time for your school, you will also need to take into account the DFE's proviso regarding infant class sizes as mentioned above. If you have infant classes with more than 30 pupils, The DFE will want to know the reason. Certain circumstances are allowed:

- a) Children with SEN Statements/EHCPs who are admitted to the school outside the normal admissions round
- b) Children moving into the area outside the normal admissions round for whom there is no other available school within a reasonable distance (admission authorities must check with local authorities before determining that a child fall into this category)
- c) Children admitted after the initial allocation of places because the person responsible for making the decision recognizes that an error was made in implementing the school's admission arrangements and a place ought to have been offered;
- d) Looked After Children admitted outside the normal admissions round;
- e) Children admitted where an independent appeal panel upholds an appeal on the grounds that the child would have been offered a place if the admission arrangements had been properly implemented, and/or the admission authority's decision to refuse a place was not one which a reasonable admission authority would have made
- f) Children normally educated in a special school or special educational needs unit attached to a mainstream school attend an infant class in the mainstream school, where this has been deemed as beneficial to the child.

Exceeding Infant Class size comes up as an Error in COLLECT and the exception reason must be noted!

Some of the information in the **Teachers and Support Staff** columns will have been entered automatically. You should amend or add the number of teachers and support staff assigned to a class at the selected time by clicking in the appropriate column next to the appropriate class name. You should include all qualified and unqualified teachers taking the class at the selected time and all teaching assistants, special needs support staff, minority ethnic students support staff, and other education support staff in the class at the selected time.

However, in this grid the DFE only want to know about staff in the class who are teaching/supporting the whole class or groups of pupils, so you should **exclude** staff who are wholly or mainly providing support to individual students and teachers on Planning, Preparation and Assessment (PPA) time.

Please check that the **Year Taught In** and **Key Stage** are correct. If either of these values need to be edited, click in the grid and then select from the drop-down menu.

lass Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Taught In	Туре	KeyStage	Activity 📩 🔄 Recalculate	8	
GH	29	0		0	Year 2	Other	Key Stage 1	Humanities (includin 🔽 🔜 📄 New		
IB	30	0	1	0	Year 2	Other	Key Stage 1	Description X Delete		
CB	30	0	1	0	Year 3	Other	Key Stage 2	Art Craft or Design		
ro	30	0	1	0	Year 3	Other	Key Stage 2	English Literacy or Reading		
ES	30	0	1	0	Year 4	Other	Key Stage 2	Foreign Language Group project work (includi		
6L	29	0	1	0	Year 4	Other	Key Stage 2	Humanities (including Geo		
3B	31	0	1	0	Year 5	Other	Key Stage 2	Mathematics or Numeracy		
от	30	0	1	0	Year 5	Other	Key Stage 2	Music Singing or Drama		
сн	21	0			Year 6	Other	Kav Stana 9	Other		
Total	437	0	15	1				PE or Games		
1								Religious Education Science		
Pupil Reco	nciliation							Technology IT or Computing		
n roll pupils	in classes	437						Watching TV or listening to		
and diama music	ls not at school		Total pu	ipils	437			× //		
art-ume pupi	is not at school	U U	Must ag	ree with						
rivate study p	pupils	0	Pupils (on roll	437					

You will need to amend the **Activity** for each class by clicking in the grid and selecting from the drop-down menu

There is a Recalculate button to the right of the grid should you wish to reset the information to how it was just after you Calculated All Details. Do not use the Recalculate button if you wish to keep any changes you have made!

Adding Classes

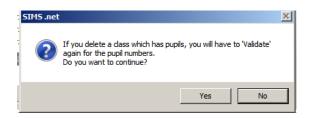
Any group of pupils that regularly receives instruction outside the normal class framework at the selected time, including pupils in an SEN unit or special class, should be treated as a separate 'class as taught'. In which case, it will be necessary to **Add a Class** to the Classes grid. This is achieved by clicking the **New** button and entering the applicable class information in the additional row displayed at the bottom of the **Classes** table. **But remember to reduce the number of pupils in the main class!**

Pupil Reconciliation

Your selected time for doing the return will help you decide if there are any part-time pupils not in school. Depending on whether your selected time is in the morning or the afternoon, either your morning or afternoon Nursery class will not be in school. The Nursery class that is not in school must be deleted from the **Classes** grid and the number of children added to the **Part-time Pupils not at school** box underneath.

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Taught In	Туре	KeyStage	Activity 🔺	Recalculate
6VC	27	0	1	0	Year 6	Other	Key Stage 2	Music Singing or Dr	New
AM	10	0	1	1	Year N2	Nursery	Foundation	English Literacy or F	\frown
ASH	29	0	1	0	Mixed Year	Other	Mixed Key St.	Religious Education	X Delete
ELM	30	0	1	0	Mixed Year	Other	Mixed Key St.	Science	
OAK	30	0	1	1	Mixed Year	Other	Mixed Key St.	Art Craft or Design	
PINE	30	0	1	1	Mixed Year	Other	Mixed Key St.	English Literacy or F	
PM	11	0	1	1	Year N2	Nursery	Foundation	English Literacy or F	

Note the number of pupils in the class that needs to be deleted and highlight the class name by clicking in the grid. Click on the **Delete** button on the RH side of the grid. You will see the following warning:



In this case we <u>do</u> want to delete the class, so click on **Yes**. We now need to enter the number of pupils into the **Part Time Pupils not at school**.

10 Pupil Reconciliation On roll pupils in classes 426 Total pupils 437 Part-time pupils not at school 11 Must agree with Private study pupils 0 Pupils at another school 0	
--	--

The totals will update when you click away from the box. Fill in details of any other pupils who are on roll, but are not in school at the selected time in the appropriate box. If you add up the numbers in the four boxes in the columns the left-hand side it gives you the number shown in the **Total Pupils** box at the top of the right-hand column. The **Pupils on Roll** figure is entered automatically by the system and the two figures have to be the same.

Collecting Pupil Attendance (NOT applicable to Nursery schools)

The Spring Census 2019 collects Attendance from your Attendance Module for pupils aged 4 to 15 inclusive, on 31 August 2018, who were on-roll for at least one session during the period from the start of the 2018 Autumn term to 31/12/2018 inclusive. In the Spring Census attendance codes and the number of sessions missed are also collected.

Prior to clicking the **Calculate All Details** button (on the **School information** panel) the display is blank, but after the button is clicked the display changes. If all your attendance codes are DFE compliant you will see the following message:

Your attendance codes are DfE compliant This will be rechecked at the Create & Validate stage

If you have not finished entering the Attendance information for the Autumn Term you will see the following display:

Some attendance marks are missing	
Please add attendance marks and then click 'Recalculate'	
Recalculate	

If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can ignore the **Attendance** panel warning for now.

To enter missing marks, follow the route **Focus | Attendance | Deal with Missing Marks** to locate the missing marks and enter appropriate attendance codes. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel. If you have dealt with all the missing marks a message confirming this will be displayed.

The Pupil Attendance panel does not give you any information about pupil names or individual attendance codes. You will be able to check these using the Detail Reports button – but only after you have Created and Validated your Census.

<u>General</u>

There is now only one entry to be made in the General section of your census return – the number of **Deprivation** Free School Meals taken on Census Day.

1 General	
Number of free school meals taken on census day	67

Enter the number of **Deprivation** Free School Meals taken **by pupils in ANY YEAR** on 17th January 2019. The DFE want a realistic figure of the uptake of FSMs for eligible pupils, so once again, if due to some exceptional circumstance the number taken on census day is unusual, you should report the figure from another day before or after census day when the uptake was more normal.

The number taken cannot be greater than the number of students who are *eligible* for a Free Meal.

You will be able to check the pupils recorded in SIMS.net as Eligible for Free School Meals using the Detail Reports button – but only after you have Created and Validated your Census.

Entering Admission Appeals Totals

This panel only needs to be filled in if your school deals with its own Admission Appeals, for example, if your school is a Foundation school, Voluntary Aided Primary school or Academy.

This module will be collected in the Spring Census only, providing information for a school's admission appeals against non-admission to the school for the start of the 2018/19 academic year. Note appeals lodged on or after the 1 September 2018 should not be included.

For those of you who need to complete it, I have copied the DFE specification for working out what should and shouldn't be included into the appendix at the end of this booklet.

Infant Admissions Appeals Foundation Schools/Advantagy Aided Schools/Advantage And complete this secton (this does not include AP Academies, AP Free Schools, Academy Special Schools) Lodged Withdrawn O	Independent Admissions Committee Heard 0 Upheld 0 Rejected 0	
ary Admissions Appeals ation Schools/Voluntary Aided Schools/Academies must ter this acecton (this does not include AP Academies, AP chools, Academy Special Schools) d awn	Independent Admissions Committee Heard 0 Upheld 0 Rejected 0	

In the upper panel enter the number of **Infant Appeals.** In the lower panel, enter the number of appeals for admission to any year in the primary school (this should also include those for Infants).

Saving, Closing and Opening the Return

If you need to stop working on your return you can **Save** and close it. Go back to it by following the route **Tools | Statutory Returns | School Census** and choosing the name from the **Browse** window at the top of the School Census Return panel, and double clicking on the description of your return.

3#6 STMS.net: WATERS EDGE PRIMARY SCHOOL
Epcus Reports Routines Tools Window Help
📚 🖕 Back 👻 🛶 Forward 📚 🍃 戶 🏲 🛃 🕅 🚺 隆 🎼 🗟 🎭 🔞 🛖 💽 🚨 🔯
👘 Census Return for Spring 2019 Term [Fileset ID: 1100 (SIMS.net)]
New Marsearch 💆 Open 💥 Delete i 🖾 Browse 🖶 Next 🏫 Previous i 📄 Copy
Term Spring 2019 Census Folder C:\SIMS\STAR\School Census\Census 2019\Spring Cen
Security message for Reports
This report contains sensitive information.
Default Message
Conception Floritamo Conception Date Created Validated Authorized Date
School Census Spring 2019/Version 1 3072184_SC1_307LL19_001.UNA 17/01/2019 26/11/2018 26/11/2018

You can use the hyperlinks at the top of the Census Return Details panel to navigate to any part of it.

Census Return	Details - Spring 2019	Term : School Census Spri	ing 2019\Version 1							
B a (94		un 🛄 en								
1 Census Details	2 School Information	3 Childcare 4 Early Years	5 Class Type 6 Top-up Funding	7 Post Looked After Arrangements	8 School Dinner Taken	9 Classes 10 Pupil Reconciliation	11 Attendance 12 General	13 Infant Admissions Appeals	14 Primary Admissions Appeals	

Validating the School Census Return

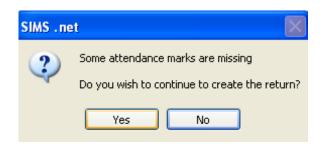
The next step is to click the **Create and Validate** button at the top of the screen to start the process of validating the details and creating the school census return file.

Census and Details - Spring 2019 Term : School Census Spring 2019 Wersion 1	
💾 see 👘 Undo 😺 Deade & Valdade 🔝 Summay 🚳 Authorize 🗮 Deta/Report 🔸	🕑 Help 💥 Close
1 Census Data 2 School Informs/Valdore current return for the for the Funding 7 Post Looked Alter Annagements 8 School Dinner Taken 9 Classes 10 Pupil Reconciliation 11 Altendance 12 General 13 Infant Admissions Appeals 14 Primary Admissions Appeals	
1 Consus Details	-
Census Date 17/01/2019	
Description School Census Spring 2019Wersion 1	
Altendance celected Iron 01082/2018 S Altendance celected to 91/12/2018 S	

This may take some time, but you will be able to tell that the return is validating because of the Validation Process dialog and a message in the bottom LH corner of the screen telling you that 'The Validation Routine is currently taking place. This may take some time.

			School	Detail	€a				
f The Create a	🗊 The Create and Validate routine is currently taking place. This may take some time.								
🛃 start	S 🖸	SIMS SIMS .net: WATERS	sins SIMS .net						

If you still have missing attendance marks you will see this message:



If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can click **Yes** to continue for now.

Once **Yes** is selected the display will progress through the validation process.





Validating the return creates an unauthorised census return file, which is then compared to a set of DFE rules. When the validation is complete, a list of errors and queries is displayed. An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as expected.

School Census Return Errors and Queries

At the top of the panel you will see the number of errors and queries found during the **Create and Validate** process.

	Report		_			💥 Clo
al	idation	Errors Sum	Return Validated - 5 V lidatio	n rules failed (Errors + 1; Queries + 4)		
St	udent S	earch		🖬 Find 🛛 Enter Stu	ent Name, DOB (YYYY-MM-DD) or UPN for student filter	
E	tor Sear	ch 🗛	To resolve an error, click in ro	w to navigate to the relevant screen		
T	уре	Sequence	Message	Location	Solution	
•	F	9999	module is missing.	Name: Sahonta, Jamillal Date of Birth: 2001-02-02, Fem		
	Q	2020Q	Please check: pupil is shown in year group 5 howe	Name: Gill, Gemmal Date of Birth: 2002-02-07, Femalel	# Go to Focus Student Student Details registration and c	
	Q	2020Q	Please check: pupil is shown in year group 2 howe	Name: Henry, Stuart Date of Birth: 2005-04-09, Male U	# Go to Focus/Student/Student Details registration and c	
	Q	2020Q	Please check: pupil is shown in year group 6 howe	Name: Phillips, Bethanyl Date of Birth: 2002-11-18, Fem	# Go to Focus Student Student Details registration and c	
Γ	Q	2020Q	Please check: pupil is shown in year group 4 howe	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Fem	# Go to Focus Student Student Details registration and c	

The **Student Search** functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a surname, date of birth or UPN in the **Student Search** field then select the required record from the drop-down list and click the **Find** button.

	Report					💥 Close
Valie	dation	Errors Sun	mary Return Validated - 1691 Validation rules failed (Errors - 57; Queri	es - 17)		
Stu	dent Se	earch sm	ith [💾 Find 🔋 Enter Student Name, DOB (YY^	rY-MM-DD) or UPN for student filter	
Erro	or Searc		UPN: F823432110104. Name: Smith, Grant. Date of Birth: 2000-01-17, Male UPN: E823432110169. Name: Smith. David. Date of Birth: 1996-01-19, Male			
Ty	ре		UPN: U820432105137. Name: Smith, Melanie. Date of Bith: 1994-03-07, Female		Solution	A 100
•	F		UPN: E820200100026. Name: Smith, Jason. Date of Birth: 1996-03-21, Male UPN: H820432106112. Name: Smith, Kyle. Date of Birth: 1995-11-18, Male	ate of Birth: 2000-01-17, Male UPN: F82	# Go to Focus Student Student Details Registration panel and ed	-
	F	2000	UPN: U820432105137. Name: Smith, Melanie. Date of Birth: 1994-03-07, Female. UPN: U820432105137. Name: Smith, Melanie. Date of Birth: 1994-03-07, Female.	ate of Birth: 1996-01-19, MalelUPN: E82	# Go to Focus/Student/Student Details Registration panel and ed	
	F	2000	UPN: U820432105137. Name: Smith, Melanie. Date of Birth: 1994-03-07, Female, Honore, Smith, Hono	Date of Birth: 1994-03-07, Female/UPN:	# Go to Focus Student Student Details Registration panel and ed	1

Use the **Errors Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list.

📥 Report	t					💢 Close
Validation	Errors Summa	y Return V	alidated - 1691 Validation rules fa	ailed (Errors - 1117; Queries - 574)		
Student Se	earch	`		Find Enter Student Name, DOB (Y	YYY-MM-DD) or UPN for student filter	
Error Sea	an QUERI	ES 🗸 To resolv	e an error, click in row to navigate	to the relevant screen		
Туре	Sequer ALL	ge		Location	Solution	· · · ·
	20400 ERROF	Check expected year gr	oup with no pupils (apart from ye		Please check that the pupils are in correct National Curriculum y] -
Q	20500 1500 1770	check: Is school type co	rrect? Some pupils are outside t		Please check the school type.	
Q	2355Q 1840 2000	check: Pupil record with	no address details.	Name: Schrute, Maryl Date of Birth: 1999-02-10, Female/UPN:	# Go to Focus Student Student Details Addresses and edit pupil	
Q	2540Q 2870	check: There would nor	nally be at least one pupil who w		Go to Focus Attendance (Lesson Monitor) Display Marks and	

When the mouse pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the issue can be checked.

6	Report					💢 Close
		Errors Sum	nary Return Validated - 165	11 Validation rules failed (Errors - 57; Queries - 17)		
SI	tudent S	earch		Find Enter Student Name,	DOB (YYYY-MM-DD) or UPN for student filter	
E	rror Sear	ch ALL	 To resolve an error, clic 	k in row to navigate to the relevant screen		
11	Гуре	Sequence	Message	Location	Solution	<u>^</u>
۰	F	1500	UPN missing	Name: Cruise, Harryl Date of Birth: 1994-11-11, Male UF	*N: # Go to Focus/Student/Student Details and add or issue a UPN.	7 7
ſ	F	1500	UPN missing	Name: Major, John Date of Birth: 1994-10-03, Male UP!	4: # Go to Focus Student Student Details and add or issue a UPN.	_
Ī	F	2000	Pupil actual year group is missing or invalid	Name: Abrahams, Jacquil Date of Birth: 1999-10-12, Fe	malelU # Go to Focus Student Student Details Registration panel and e	t
	F	2000	# Go to Focus Student Student Details Registra	tion panel and edit Year Taught In, note that if you make this change after th	e census date you will need to use History button to apply the change on	the census date
	F	2000	Pupir actuaryear group is missing or invalid	Name: Adams, James, Date or birth, 1999-12-15, Maleju	H do to hocusistudentistudent betails negistration panel and e	

You can change the order of the summary by clicking the appropriate column heading.

	Report						💢 Close
Stu	dation udent S						
Em	or Sea	on latt	To resolve an error,	CIICK IN	ow to havigate to the relevant screen		
T	уре	Sequence	Message	∇	Location	Solution	
•	Q	2020Q	Please check: pupil is shown in year group 6	ho	Name: Phillips, Bethanyl Date of Birth: 2002-11-18, Fem	Co to Focus Student Student Details registration and c	
	Q	2020Q	Please check: pupil is shown in year group 5	ho	Name: Gill, Gemmal Date of Birth: 2002-02-07, Female	# Go to Focus Student Student Details registration and c	
	Q	2020Q	Please check: pupil is shown in year group 4	ho	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Fem	# Go to Focus/Student/Student Details registration and c	
	Q	2020Q	Please check: pupil is shown in year group 2	ho	Name: Henry, Stuart Date of Birth: 2005-04-09, Male U	# Go to Focus/Student/Student Details registration and c	
	F	9999	module is missing.		Name: Sahonta, Jamillal Date of Birth: 2001-02-02, Fem		
						$\overline{\mathbf{X}}$	-

If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved

You can view a summary of validation failures by clicking the **Report** button, which is located at the top RH corner of the **Validation Errors Summary** panel. The report is displayed in your web browser, from where it could be copied into Word or Excel as required.

ć	a Report)			💥 Close
la	lidatior	Errors Can	imary Return Validated - 5 Valid	ation rules failed (Errors - 1; Queries - 4)		
ç	Student S	earch		Find Enter S	udent Name, DOB (YYYY-MM-DD) or UPN for student filter	
E	Error Sear	ch ALL	To resolve an error, click in	row to navigate to the relevant screen		
	Туре	Sequence	Message 7	Location	Solution	
•	Q	20200	Please check: pupil is shown in year group 6 ho	Name: Phillips, Bethanyl Date of Birth: 2002-11-18, Fem	# Go to Focus Student Student Details registration and c	
ĺ	Q	20200	Please check: pupil is shown in year group 5 ho	Name: Gill, Gemmal Date of Birth: 2002-02-07, Female	# Go to Focus Student Student Details registration and c	
	Q	2020Q	Please check: pupil is shown in year group 4 ho	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Fem	# Go to Focus/Student/Student Details registration and c	
	Q	20200	Please check: pupil is shown in year group 2 ho	Name: Henry, Stuart Date of Birth: 2005-04-09, Male U	Date of Birth: 2002-02-07, Female UPN: W820200106017 # Go to Focus Student Student Details registration and c	
1	-	9999	module is missing.	Name: Sahonta, Jamilla Date of Birth: 2001-02-02, Fem		-

If at any point you wish to hide the list of error and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

Don't forget that many of the errors can be dealt with in one fell swoop by using **Routines | Student | Bulk Update**.

The latest version of the Capita booklet **School Census 2018/19 Errors and Resolutions** is available at <u>https://www.egfl.org.uk/school-census</u>

When you have fixed as many errors and queries as you can, you need to press the **Validate** button again to update the **Validation Errors Summary** panel.

Each time a return is Validated it is given a File Name. Although the file name remains the same, the Date Created and Validated might change and the version number WILL change every time a return is created. At this point the suffix for Trial Run is .UNA for 'unauthorised'.

	In SIMS .net: WATERS EDGE PRIMARY SCHOOL	X
1	Epicus Reports Rajutines Iools Window Help	
	📚 🚄 Back, 🔹 🛶 Formald 🖙 🌮 💱 🔧 🔛 🔛 🔛 🔛 🕼 😰 📚 🌧 🔞 🚨	e e
1	🐑 Census Return for Spring 2019 Term [Fileset ID: 1100 (SIMS.net]]	
	🗎 New 🏘 Search 🖆 Open 💢 Delete 🚺 Browne 🖶 Next 👚 Previous 🛛 🚔 Copy	2 Help 💥 Close
	Term Spring 2019 Census Folder C1/SIMSISTARISChool Census/Ce	
	Security message for Reports	
	This report contains sensitive information.	
	Default Message	
	Description File Name Census Date [Date Created Validated Authorised Date	
	School Census Spring 2019/Version 1 3072184_SC1_307LL19_001.UNA 17/01/2019 26/11/2018 26/11/2018	
Γ		
- I		

Producing Detail Reports

Detail Reports are can be accessed via the **Detail Reports** button and can be used to check exactly what information has gone through to the Census return.

Census Return Details - Sp	ring 2019 Term : School Census Spring 2019		
💾 Save 🏼 🍎 Undo 🖌 🖋 Crea	te & Validate 🔟 Summary 🔌 Authorise 🚦	■ DetailReport 👻	
1 Census Details 2 School Info	ormation 3 Childcare 4 Early Years 5 Cla	On Roll Basic Details Report	ngements 8 School Dinner Taken 9 Classes 10 Pupil Recon-
		Leavers Basic Details Report	
<u>1</u> Census Details Census Date	17/01/2010	Exclusions Report	Calculate All Details
	17/01/2019	Attendance Report	
Description	School Census Spring 2019	Absentees Report	
Attendance collected from	01/09/2018 Attendance colle	SEN Report	
Exclusions collected from	02/04/2018 Exclusions colle	Address Details Report	
FSM collected from	05/10/2018 FSM collected to	School Dinner Taken Report	
		Free School Meal Eligibility Report	
2 School Information School Name WA	TERS EDGE PRIMARY SCHOOL	Top-up Funding Report	
School Maine	TERS EDGE FRIMART SCHOOL	Farly Vears Report	

You cannot select the Detail Reports until you have **Saved** and **Created and Validated** your School Census.

Detail Reports		Detail Reports	8 X
On Roll Basic Details Report		☑ On Roll Basic Details Report	
Leavers Basic Details Report		Leavers Basic Details Report	
Exclusions Report		Exclusions Report	
Attendance Report		Attendance Report	
Absentees Report		Absentees Report	
SEN Report	Detail Reports	SEN Report	
Address Details Report		Address Details Report	
School Dinner Taken Report	On Roll Basic Details Report On Roll Basic Details Report	rt School Dinner Taken Report	
Free School Meal Eligibility Report	SEN Report	Free School Meal Eligibility Report	
Top-up Funding Report	Address Details Report	Learner Support Report	
Early Years Report	School Dinner Taken Repor	Tan un Funding Report	
EYPPR Report	Free School Meal Eligibility	Report	
✓ 2 Year Old Basis for Funding Report	Top-up Funding Report Early Years Report	EYPPR Report	
Post Looked After Arrangements Report	Eury rears report	☑ 2 Year Old Basis for Funding Report	
Class Report	☑ 2 Year Old Basis for Fundin		
General Report	Post Looked After Arrangem		
	General Report	🗵 General Report	
Report	Cancel	Report Cancel	Report Cancel

Different Reports are available for Primary, Nursery and Special schools.

The reports have changed this season in line with the data changes:

- Proficiency in English information has been removed from the On-Roll Basic Details report because the information is no longer required by the DfE.
- The Absentees report is now based on pupils who have an absence rate of 10% or above. Previously, the report was based on pupils who had missed 14 sessions.
- The SEN status S (Statement) has been removed from the SEN detail report header. This SEN status is no longer valid and therefore is not collected in the return.
- The EYPPE report has been renamed EYPPR (Early Years Pupil Premium Receipt). The report now displays information applicable to pupils in receipt of Early Years Pupil Premium.

To view a single report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. To select multiple detailed reports, select **Print All Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog.

By default, all detailed reports are selected. If any reports are not required, untick the box to deselect. Click the **Report** button to generate the selected reports

When the reports are generated and shown on your screen, a copy is automatically saved in the School Census folder as an HTML file. If you specified a security message at the beginning of the School Census process, this will be displayed at the top of any reports you generate.

IMPORTANT NOTE: Any printed reports containing a student's name or UPN should be used and held securely as per the considerations mentioned at the beginning of this booklet.

Any of these reports can be transferred into Excel to enable you to manipulate and check your data before sending it to the LA. Instructions for doing this can be found on the School Census page of the EGFL.

The **Fileset Number**, **Filename**, the date the report was created and the **Version**, are also displayed at the top of the report. This could be useful and avoid confusion if you have printed off reports to check, and then subsequently produced another return and another set of reports.

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These days, a query is only generated when a pupil/student is taught two years out of the year expected for their age. However, the **On Roll Basic Details** report highlights in yellow any pupil taught outside the expected year group for their age

When the reports are generated and shown on your screen, a copy is automatically saved in the School Census folder as an HTML file. If you specified a security message at the beginning of the School Census process, this will be displayed at the top of any reports you generate.

Viewing Previous Authorised Census Returns

It is now possible to view the reports from previous authorised School Census returns in order to make comparisons.

This can be done by following the route **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files**

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On the screen that opens, highlight the name of the return you are interested in and click the **Retrieve Files** button

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School Census Autumn 2017	8232999_SC3_823LL17_003>ML	05/10/2017	03/11/2017	03/11/2017
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School Census Autumn 2014	8232999_SC3_823LL14_003.XML	02/10/2014	03/10/2014	03/10/2014
School Census Summer 2014	8232999_SC2_823LL14_002>ML	15/05/2014	23/07/2014	28/07/2014
School Census Spring 2014	8232999_SC1_823LL14_001 XML	16/01/2014	20/02/2014	20/02/2014
School Census Autumn 2013	8232999_SC3_823LL13_003.XML	03/10/2013	21/10/2013	21/10/2013
School Census Summer 2013	8232999_SC2_823LL13_002×ML	16/05/2013	07/06/2013	07/06/2013
School Census Spring 2013	8232999_SC1_823LL13_001 XML	17/01/2013	27/02/2013	27/02/2013
School Census Autumn 2012	8232999_SC3_823LL12_003.XML	04/10/2012	12/10/2012	12/10/2012
School Census Summer 2012	8232999 SC2 823LL12 002×ML	17/05/2012	28/06/2012	28/06/2012

The reports associated with this return will be displayed in your web browser

Security - Deleting Temporary Web Browser Files

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data is removed.

This prevents the information, for example copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are insecure because they can still be accessed.

Below are instructions for how to delete the cache if you are using **Internet Explorer 11**. To check which version of Internet Explorer you are using, select **Help | About Internet Explorer** on your web browser.

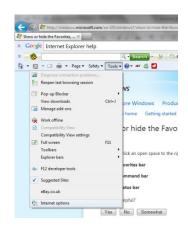
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Click the Close button

If you find you are using a different browser or version of Internet Explorer and are unsure of how to delete the Temporary Web Browser Files, please consult your SIMS support provider.

Click the **Tools** button and select Internet Options from the drop-down list.



Click the **Delete** button in the middle of the screen:

In	ternet Options
ſ	General Security Privacy Content Connections Programs Advanced
	Home page
	To create home page tabs, type each address on its own line.
	Use current Use default Use blank
	Browsing history
	Delete temporary files, history, cookies, saved passwords, and web form information
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	Delete Browsing History Preserve Favorites website data Rep cookes and temporary Internet files that enable your favorite websites to tealin preferences and daplay faster: Preserve favorites websites and the search of the s

On the next screen, make sure the box next to Temporary Internet Files is ticked, and click the **Delete** button.

Producing the Summary Report

The Summary Report is provided for school staff and the head teacher authorising the return to check the accuracy and completeness of the data before submitting the return to the LA.

The DfE recommends that the Summary be compared to the one for the previous term or year to highlight any anomalous data between the respective Census collections. It is vital for a school to check the accuracy of data in this summary as it is this data that is submitted to DfE as an accurate reflection of the situation in the school on Census Day.

Click the **Summary** button to open the **Summary Report**.

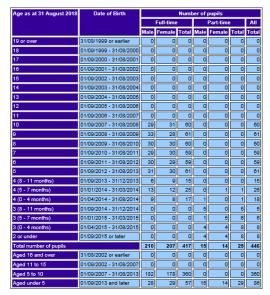
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12	Conaua Douna					9.			
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	School Information								

The Summary Report opens up in your internet browser. A copy will also be saved in your School Census folder. <u>It is important that the Head Teacher checks all the information on the summary sheet before the return is authorised.</u>

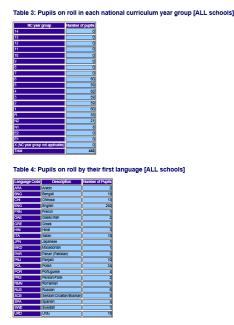
School census collection: s	pring 2
There are 0 errors and 1 queries. Table 1: School churacteristics [ALL schools]	
Summary for: WATERS EDGE PRIMARY SCHOOL	
Local authority code: 307	
Establishment number: 2184	
Telephone number: 852015	
Email address: school@we.com	
Phase: PS	
Type: 18	
Governance: CO	
Intake type: COMP	
Lowest national curriculum year group: N1	
Highest national curriculum year group: 6	

Check through the Summary when it is displayed on the screen. You may find some mistakes in it that you have not been warned about in the list of errors and queries.

Table 2: Pupils on roll by age and gender [ALL schools]



The Summary gives details of how many full time and part time girls and boys appear in each age range. OTHER THAN IN THE BASIC PUPIL DETAIL REPORT THIS IS THE ONLY PLACE WHERE YOU CAN EASILY CHECK HOW MANY BOYS AND GIRLS ARE APPEARING AS FULL OR PART-TIME IN YOUR SCHOOL! We have dated the return to give the children's ages as they were on 31st August 2018. Therefore, children in N1 appear as 2 years old. If you have anyone being taught outside their expected year group, don't forget that they appear according to their date of birth in this part on the Summary.

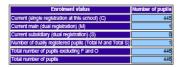


The next table shows the number of pupils in each curriculum year. First Language is collected for all pupils in the school in Spring Census.

Table 4: Pupils on roll by their first language [ALL schools]

Language Code	Description	Number of Pupils
ARA	Arabic	2
BNG	Bengali	19
CHI	Chinese	13
ENG	English	292
FRN	French	1
GAE	Gaelic/Irlsh	2
GRE	Greek	1
HIN	Hindi	3
ITA	italian	18
JPN	Japanese	1
MKD	Macedonian	1
PHR	Pahari (Pakistan)	3
PNJ	Panjabl	10
POL	Polish	34
POR	Portuguese	4
PRS	Perslan/Farsl	2
RMN	Romanian	6
RUS	Russian	6
SCB	Serblan/Croatlan/Bosnian	5
SPA	Spanish	4
SWE	Swedish	1
URD	Urdu	18

Table 5: Pupils on roll by enrolment status [ALL schools]



The number of pupils on roll and their Enrolment Status is summarised in the next table.



The Specific types of pupils on roll table gives the numbers of children who receive Top-Up Funding and who have Post Looked After Arrangements, along with the number of children Eligible for Free School Meals on census day because of deprivation. These numbers are collected each census to complete the Ever 6 data the DFE holds

There are tables summarizing Nursery Hours and EYPP. If you do not have any pupils of the appropriate age in your school, you will still see the table, but it will be populated with zeros.

ed 2 years at 31 December 2018 polis born between 2016-01-01 and 2016-12-31) 0 0 0
ed 2 years at 31 August 2016 but 3 by 31 December 2018 0 0 2 Nia 0 0
ed 3 years at 31 August 2018 0 0 19 Na 0 0 0
ed 4 years at 31 August 2018 pils form between 2013-09-01 and 2014-08-31 who are in nursery provision) 0 0 2 0 0 0 0

Childcare is collected in Spring Census only.

Table 10: School childcare [ALL schools]

Type of childcare	Pupila from other schools	Signposting off-site provision	Childcare weeks open	Chilidcare provider	Number of places
Before school		N			
After school	N	N		SCH	20
Holiday		N			
Under flves		N	38	SCH	30

Spring School Census collects the number of pupils with SEN Provision, as well as the Need Type for pupils with SEN Status of E or K.

	SEN Provision	
SEN Provision - education, health and care plan (code E)		
SEN Provision - SEN support (code K)		
Total number of pupils with SEN (codes E, and K)		
No special educational needs (code N)		
Total pupils on roll		
Number of SEN Pupils in a mainstream school who are members o	f a special provision (SEN Unit). * Should be less than or equal to the total number of pupils with Se	EN (codes E and K)
umber of SEN Pupils in a mainstream school who are members o	f a special provision (resourced provision). * Should be less than or equal to the total number of pu	Nis with SEN (codes E and K
,, ,, ,,	on roll with SEN (SEN provision E or K) [ALL schoo	is]
Code Description	Primary Need Secondary Need	ls]
Code Description SPLD Specific Learning Difficulty		is]
Code Description SPLD Specific Learning Diffaulty MLD Moderate Learning Diffaulty	Primary Need Secondary Need	is]
Code Description SPLD Specific Learning Difficulty MLD Moderate Learning Difficulty SLD Severe Learning Difficulty	Primary Need Secondary Need	is]
Code Description SPLD Specific Learning Officulty MLD Moderate Learning Officulty SLD Severe Learning Officulty ALD Produced and Multiple Learning Officulty	Primary Need Secondary Need	is]
Code Description SPLD Specific Learning Difficulty LD Moderate Learning Difficulty LD Severe Learning Difficulty ALD Prodund and Mattige Learning Difficulty ALD Prodund and Mattige Learning Difficulty SeLeVel Scotlet, encoding and metal health	Primary Need Secondary Need	IS]
Description SPLD Specific Learning Diffusity MLD Modarde Learning Diffusity SSL	Primary Need Secondary Need	IS]
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Otes Description SPL0 Sector Lamma Diffusity SL0 Motrat Lamma Officity SL0 Sector Lamma Officity SL1 Sector Lamma Officity SL2 Sector Lamma Officity SL3 Motra Officity SL4 Sector Lamma Officity SL4 Sector Lamma Officity	Primary Need Secondary Need	IS]
Code Description Fill Specific Lamma (Dirtud) Code Lamma (Dirtud) Locativa Lamma (Dirtud) Mol Strangement Locativa Lammaria Null Registration Locativa Lammaria Locativa Lammaria Locativa Lammaria Null Registrativa Lammaria Locativa Lammaria Locativa Lammaria Locativa Lammaria<	Primary Need Secondary Need	IS]
Description SPL0 Sector Lamma Diffusity SL0 Motivat Lamma Officity SL0 Sector Lamma Officity SL1 Sector Lamma Officity SL2 Sector Lamma Officity SL2 Sector Lamma Officity SL2 Sector Lamma Officity	Primary Need Secondary Need	IS]

Exclusion details (NOT applicable to Nursery Schools) for the Summer Term 2018 are collected in Spring Census,

Table 13: Number of fixed period	nermanent and	d lunchtime exclusio	one by reason	h nc
Table 15. Number of fixed period	, permanent and	a functione exclusion	ons by reason	i anu
Reason for exclusion	Number of fixed exclusions	Number of permanent exclusions	Number of lunchtime e	exclusion
No exclusions recorded				
SEN Provision of excluded pupil	Number of fixed exclusions	Number of permanent exclusions	Number of lunchtime e	exclusion
Pupils with SEN provision S - statement	0	0		C
Pupils with SEN provision E - education, health and care plan	0	0		0
Pupils with SEN provision K - SEN support	0	0		0
Pupils with no SEN provision (code N)		0		0
Table 14: Attendance informatior	h for the 2018 au	utumn term (terms 1	and 2) for all	pupii
Number of pupils on roll for at least one session in the 2018 au	utumo torm			260
Number of pupils with at least one absence in the 2018 autum				500
multiper or pupils with at least one absence in the 2010 autuin				
"Comparison of munic with at least one absence in the 2012 at	dump term			1.4492
"Percentage of pupils with at least one absence in the 2018 au Total sessions possible for all pupils	utumn term			4.44%
Total sessions possible for all pupils				51120
Total sessions possible for all pupils Total Sessions missed due to authorised absence for all pupils	6			5112D 698
Total sessions possible for all pupils Total Sessions missed due lo authorised absence for all pupili Total Sessions missed due lo unauthorised absence for all pup	is iplis			51120
Total sessions possible for all pupils Total Sessions missed due to authorised absence for all pupile Total Sessions missed due to unauthorised absence for all pup Total Sessions missed due to overall (authorised plus unauthor	is iplis			51120 698 390 1088
Total sessions possible for all pupils Total Sessions missed due lo authorised absence for all pupili Total Sessions missed due lo unauthorised absence for all pup	is iplis orised) absence for all pupilis			51120 698 390
Total sessions possible for all pupils Total sessions missed due to authorited absence for all pupil Total Sessions missed due to unauthorited absence for all pup Total Sessions missed due to overall (authorited plus unauthorited Authorited absence as percentage of total sessions possible	is iplis orised) absence for all pupilis ile			51120 698 390 1088 1.37%
Total seations positive for all pupils Total Seasions missed due to authorited absence for all pupil Total Seasions missed due to authorited absence for all pup Total Seasions missed due to overall (authorited plus unauthorited Authorited absence as percentage of total seasions possible Unauthorited distorme as percentage of total seasions possible	is iptis orised) absence for all pupilis fe e of total sessions possible	Therefore identified as a persistent ab		51120 698 390 1088 1.37%

and Attendance ((NOT applicable to Nursery Schools) from the first day of your Autumn Term 2018, to 31st December.

Table 14: Attendance information for the 2018 autumn term (terms 1 and 2) for	all pupils aged between 5 and 15 years as at 31/08/2018 [Not for: Nursery school]
Number of publis on roll for at least one session in the 2018 autumn term	360
Number of pupils with at least one absence in the 2018 autumn term	52
"Percentage of pupils with at least one absence in the 2018 autumn term	14.44%
Total sessions possible for all pupils	51120
Total Sessions missed due to authorised absence for all pupilis	698
Total Sessions missed due to unauthorised absence for all pupils	390
Total Sessions missed due to overall (authorised plus unauthorised) absence for all pupils	1088
Authorised absence as percentage of total sessions possible	1.37%
Unauthorised absence as percentage of total sessions possible	.76%
Overall (authorised plus unauthorised) absence as percentage of total sessions possible	2.13%
Number of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term	40
Percentage of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this ten	II 11.11%
Warning Messages	
Table 15: Attendance information for the 2018 autumn term (terms 1 and 2) for	all pupils aged 4 years as at 31/08/2018 [not for: nursery schools]
Number of 4 year dd puplis on nd for al kaal one session in the 2016 autum kem 55 Number of 4 year dd puplis with a lead one abarene he PL 2016 autum kem 55 Persentage of 4 year dd puplis with al kear on abarene he PL 2016 autum kem 52018 Total sessione possible for al 4 year dd puplis 52018 Total sessione maes do ee to overall abarene for al 4 year dd puplis 5201 Total sessione maes do ee to overall abarene for al 4 year dd puplis 5201 Courall abarene appentinger dd tal session possible 7522	

The section with the title **Warning Messages** appears for everyone. If there is an **OK** next to the message, all is well.

The Attendance Summary is divided over two tables for pupils of statutory school age in the first, and below statutory school age in the second.

Everybody has the sections that refer to Admission appeals, but it will be blank unless you have filled in the section on the School Census page in SIMS, and you only need to do that if your school is Voluntary Aided, Foundation or an Academy school that was responsible for its own admission appeals against non-admission for entry into the 2018/19 academic year.

A REQUEST IN FRANCIS AND ADDRESS OF A AND ADDRESS OF READ ADDRESS OF ADDRESS
Table 16: Admission appeals [ALL schools][Note: Primary admissions appeals include Infant admissions appeals]
Administra appeals Primary Ban Conserve Primary Ban Ban Conserve Primary Ban Ban Ban Conserve Primary Ban
Artinicana gapata hogo ba la
Antihistoria physial katar by integrative (a similarity and a similarity an
Schools will only complete the columns that are applicable to their prases of education / age ranges. We would only expect all three columns to be completed by all-brough indices. Primary actions will complete column (A) and (B) with secondary schools completing column (C). Plesse note where applicable, the number of primary appensis includes inflat admission appears.

There are various table for classes taught at the school's selected time, and for the Pupil Reconciliation.

Primary	Foundation Key Stage 1 Key Stage 2, 3 or mixed
lumber of classes	2 12
otal number of pupils (from this school and other schools) in these da	3523 14 59 359
otal number of teachers	
otal number of non-leaching staff	
argest class (in terms of number of pupils per adult)	
argest class (in terms of number of pupils per teacher)	10 30 31
Number of classes with no teachers	
· ·	hool's selected time [for: secondary only]
Table 20: Classes as taught at the sc	hool's selected time [for: all-through only]
Fable 20: Classes as taught at the sc	hool's selected time [for: all-through only] r: nursery school, special and PRU]
Table 20: Classes as taught at the sc Table 21: Pupil reconciliation [not for	thool's selected time [for: all-through only] r: nursery school, special and PRU]
able 20: Classes as taught at the sc able 21: Pupil reconciliation [not for	hool's selected time [for: all-through only] r: nursery school, special and PRU]
Table 20: Classes as taught at the sc Table 21: Pupil reconciliation [not for action of the scheme scheme scheme scheme and action of scheme scheme scheme scheme scheme and action of scheme scheme scheme scheme scheme scheme scheme scheme scheme scheme scheme	hool's selected time [for: all-through only] r: nursery school, special and PRU]
Table 20: Classes as taught at the sc Table 21: Pupil reconciliation (not for equipation opporting in testing in testing in the equipation opporting in testing in testing in the equipation opporting in testing in the exceeding in the scale opport	hool's selected time [for: all-through only] r: nursery school, special and PRU]
Table 20: Classes as taught at the sc Table 21: Pupil reconciliation [not for age to textop part public dense if the second the public state provide a gradem at the second the last if any final second scale on the move is part are space scale provide an appendix on the move is part are space scale and the state and the move is part are space scale and the state state.	hool's selected time [for: all-through only] r: nursery school, special and PRU]
Table 20: Classes as taught at the sc Table 21: Pupil reconciliation [not for Age (of haddy goad page) in dense if he sended he had but applied that page as an a conciliation of he had but applied that page as a not concern of her had but applied that page as a not concern of her had but applied that applied that page as a had some applied that her had but applied that her had but applied that her	theol's selected time [for: all-through only] r: nursery school, special and PRU]
Table 20: Classes as taught at the sc Table 21: Pupil reconciliation [not for Area or hands your graph in case of the method the charge or hands your graph in case of the method the charge of the scale of the scale of the scale of the property of the scale of the s	inhool's selected time [for: all-through only] r: nursery school, special and PRU]
Table 20: Classes as taught at the sc Table 21: Pupil reconciliation [not for type for tadge goal page] in desce at the second the type for the scote share as particle and the socie as particle type for the scote share page and the socie as particle type in desception particle by socie and the socie as particle type in desception particle by socie and the socie as particle type in desception particle by socie and the socie as particle type in desception particle as the socie type in desception particle as at the foreign	hool's selected time [for: all-through only] r: nursery school, special and PRU]
Table 20: Classes as taught at the sc Table 21: Pupil reconciliation [not for page of classify party public disease if the week the one public distance party public disease if the week the one public distance party public disease if the tweek the public distance public distance if the tweek the public distance distance is a set of the main set of public distance is a set of the main set of public distance is a set of the public distance distance is a set of the public distance distance distance distance distance into more of public distance distance distance and the distance distance distance distance distance and the distance distance distance distance distance and the distance distance distance distance distance distance distance di di distance distance distance distance distance di	hool's selected time [for: all-through only] r: nursery school, special and PRU]
Table 20: Classes as taught at the sc Table 21: Pupil reconciliation [not for spin for noticity goad point in data at the weeder fore spin for the score share any stress are not docted to be a spin for the score share pupil and the score at point and an approximation of the score at the score at the spin for score spin score at a Te Score Spin score spin score at a Te Score	theol's selected time [for: all-through only] r: nursery school, special and PRU]

Table 22: Universal infant school meals	[ALL schools - with appropriate pupils]

NC Year Group	Number of pupils on roll	Of which		
		School lunch taken on census day	Currently FSM eligible on census day	
Reception	58	57	11	
Year 1	60	59	16	
Year 2	59	58	11	
Year X - pupils aged 4 to 6 only	0	0	0	
Total Infant pupils	177	174	38	

Universal Infant Free School Meals data for schools that have Reception, Year 1 and Year 2 is summarised.



There will be headings that appear that do not apply to your type of school, or at this time of year. This is because the template used to produce the summary includes all the headings for all types of school.

The Census Summary is summarising what is in the various Detail Reports. You should cross reference to see the pupil data that the Summary is referring to If you find anything that needs correcting when you check the Summary Report, you will need to go to the relevant area of SIMS.net, amend the details and proceed from Validate once again.

Once you are happy with your return the next step is to produce a paper copy of the Summary report for the Headteacher to check. Either choose **File | Print** or click on the **Print** button.

Copying the Return

An electronic copy of an existing census return can be made whenever required. This enables a 'snapshot' of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example after recalculating details. The **Copy** button can now also be used to make a copy of an Authorised return to work on, if for example you need to re-submit. The necessary corrections can be made to the data and the copied return can be created, validated and authorised.

To copy a return, select the name of your return from the list in the browse window at the top of the Census Return page. If it is not visible, click on the **Browse** button to reveal it.

🂫 Census Return for Spring 2019 Term		Сору		
Term Spring 2019	Census Folder C:\SI	MS (Strain School Census (Ctrl + Y))	2019\Spring Cen	
Security message for Reports				1
This report contains sensitive information.				
				Default Message
Description	File Name	Lensus Date Date Lreated	Validated A	Authorised Date
School Census Spring 2019\Version 1	3072184_SC1_307LL19_001.UNA	17/01/2019 09/01/2019	09/01/2019	

Click on the name of the school census return to highlight it and click on the **Copy** button. You will see the message shown below appear:

SIMS .net		×
?	Any values for Childcare, Early Years, Top-up Funding, Post Looked After Arrangements and Attendance WILL NOT BE COPIED but will be populated from the current values held in the database. Create & Validate must be run in order to generate a new census file. Do you want to make a copy of the return "School Census Spring 2019/Version 1"?	
	Yes No	

Click on **Yes**, and a copy of your Census version now appears in the list in the **Browse** window.

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School Census Spring 2019/Version 1 3072184_SC1_307/L19_001.UNA 17/01/2019 09/01/2019				

Deleting a School Census Return

A return can be deleted **at any time prior to Authorisation**. Select **Routines** | **Statutory Returns** | **School Census** to open the **Census Return Browser**. Highlight the census return file that you want to delete and click the **Delete** button.

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Security message for Reports					
This report contains sensitive information.]	
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School Census Spring 2019\Version 1	3072184_SC1_307LL19_001.UNA	17/01/2019 09/01/2019	09/01/2019		

A message dialog will ask you to confirm that you want to delete the selected return. Click the **Yes** button and the selected return will be deleted and removed from the **Census Return Browser**.

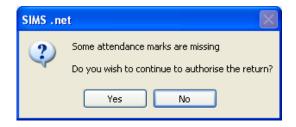


Authorising the return

With your final version of census on the screen, click the **Authorise** button at the top of the Return Details panel.

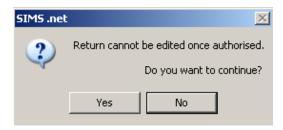
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2 School Information	

If missing marks exist, the following message is displayed.



Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

You will see a message reminding you that an Authorised return cannot be edited (although you can copy it and edit the copied version).



The next thing that is displayed is the Head teacher authorisation dialog. The authorisation sheet is for the school's records. It shows that the administration staff have presented their work to the Head and it has been signed by them as correct, and it provides a record of any unusual circumstances or validation failures that might assist an auditor. The LA and the DFE assume, by virtue of the fact the return has been Authorised, that the Head has agreed that the census data is correct.

It is most important that the Head understands that he/she is confirming the accuracy of the Census data that will be used by DfE for funding purposes, will appear in the Performance Tables and be published online.

SIN	Head teacher authorisation	x
8	Authorisation provides an XML Return file for upload to your LA/DfE.	
	Please confirm that the head teacher is satisfied that the Summary and Detail Reports	
	have been checked for accuracy and completeness.	
i.	✓ I, Gillian Grosvenor, confirm that the head teacher is satisfied that the Summary	
>	and/or Detail Reports have been checked and that the Return file is ready for upload to the LA/DfE.	
1	Additional text to be displayed on the authorisation report	
5 8 9		
1		
	Continue	1

Once the check box is selected, the **Continue** button becomes active allowing the authorisation process to be completed. There is a field where you can enter some text that will be displayed on the authorisation report. For example, you could use this space to explaining the reason for any validation failures.

The notes part of the Headteacher's Authorisation report would be a good place to record that you have had to use a different day or time from that indicated by the DFE specification.



The Headteacher's Authorisation, the Validation Errors Summary and the Summary Report (sometimes on separate tabs in the same window) automatically open up in your browser. If you have not already printed it off the Summary, you may want to make a paper copy to keep in your files for audit purposes. A copy of the Headteacher's authorisation with details of any anomalies in this season's census can be attached to the front.



This message confirms that your Spring Census 2019 details can be retrieved at a later date if required.

Once the return is authorised the suffix of the file in the **Browse** window will change to .xml:

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Security message for Reports	
This report contains sensitive information.	
	Default Message
Description	File Name Sensus Date Date Created Validated Authorised Date
Copy of School Census Spring 2019/Version 1	17/01/2019
School Census Spring 2019/Version 1	3072184_SC1_3074_19_001.XML 17/01/2019 09/01/2019 09/01/2019 09/01/2019
	-

Submitting the Return to the Local Authority

The next step is to return your Census to the Local Authority for checking by uploading it to COLLECT.

Secure Access had now been replaced by DfE Sign-in: https://services.signin.education.gov.uk/

There is more information at <u>https://sa.education.gov.uk/</u> as shown here:

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ensus 201 🧭 DfE Sign-i	n ⊠0¢syn-n × ⊡ GOV.UK DfE Sign-in		
i	BETA This is a new service - your <u>feedback</u> will help us to improve it.		
I	DfE Sign-in		
-	iontents — Overview — Latendy have a. DHI. Sian-In account — Latend to migrate my Secure Access account to DHI. Sian-In — Latent have a. DHI. Sian-In account or a Secure Access account		
	Secure Access has been replaced by DfE Sign-in		
h	Over the last few months DFE services that are accessed via Secure Access ave been moved from Secure Access to DFE Sign-in. During this period users of these services have had to migrate their Secure Access account to DFE sign-in.		
r r	he last Secure Access service has now been moved to DIE Sign-in so in the ext few weeks the remaining users with Secure Access accounts need to ingrate those accounts to DIE Sign-in. Any accounts that are not migrated in ime will be archived and the user will need to go through the process of equesting a DIE Sign-in account from the approver at their organisation.		

Users were supposed to migrate their Secure Access Account over to DFE Sign In by 21st December 2018. If you did not migrate your account by this date, you will need to ask the person in your school who holds the Approver rights for DFE Services (often the Head and/or the School Administrator) to set you up and give you access to the services you need. Sometimes access can take up to 24 hours to become active.

More information about who your Approver is and FAQs are available here: https://help.signin.education.gov.uk/contact

hoolCensus 201 🧭 DFE Sign-i	n 🔤 DfE Sign-in	S Mimecast TTP Web Portal	😂 DHE Sign-in	:× 🚺
	GOV.UK DfE Sign-i	in		
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:	Back			
)	Frequently a	sked quest	ions	
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4 2	am an Approver for my organis colleague? (approvers can add or edit user ar (dding access to new services. To ab.	counts for their organisation,	including	
I	Start now			
	f you need further assistance, yo	u can submit a support reques	t.	

If you are still experiencing issues or require further assistance the DFE have provided an email contact address: <u>SA.DFESIGNIN@education.gov.uk</u> |

Once you are logged into DFE Sign In to other DFE secure sites that your Approver has granted you access to such as COLLECT, S2S and KTS:

ervices			m C Search
nsus 201 🚮 Access		fE Sign-in	
	GOV.UK DfE Sign-in		
	BETA This is a new service – your <u>feedback</u> will help us to improve it.		
	Services Organisations Profile Users		Sign out
	My Services		
	Thy Services	Actions	
	A list of services you have access to is displayed below. To access a se please select the required link.	ervice, <u>My approvers</u>	
	please select the required link.		
	Collect		
	Information Exchange		
	Key to Success (LAs)		
	School to School		

Choose the COLLECT option. And Continue...



Once you have logged in you will see the list of collections that are currently available to you.

Department for Education	07fbradley Log out				
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ome Page					
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Data Collection Alternative Provision Census 2019	User Role	Organisation	Status Familiarisation	Due Date	Days Due
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			Open	04/10/2018 00:00:00	-97
honics2018					
honics2018 ichoolCensus 2018_Autumn	Agent	Ealing	Familiarisation	17/01/2019 00:00:00	8
honics2018 choolCensus 2018_Autumn choolCensus 2019_Spring		Ealing Ealing Ealing		17/01/2019 00:00:00 31/07/2018 00:00:00	8
NY Josep 1 Josep Kołościensz 2018 "Autumn Schoolis (NI 1995) "Spring Schools Block NF 7 2018-19 – iliustrażive outcomes and impacts Schools Block NF 7 201-20 – iliustrażive outcomes and impacts	Agent	Ealing	Familiarisation		8 -162 203

Today, mine looks like this. The DFE won't add the live Spring School Census option until 17th January 2019, although you will be able to see the **Familiarisation** blade before that.

To upload your Spring Census, highlight **School Census 2019_Spring** by clicking on it, and then click the blue **Select Data Collection** button.

Select Data Collection 💿 🛌

The Source Page that opens up provides information on the current status of your return and presents a number of options dependent on the return that has been selected.

DATA RETURN	
he status of your data ret	m: No_Data
Errors : 0	Queries : 0 OK Errors : 0
Upload Return from file Add Return on screen Open Return	Press this button to import a file into your data return Press this button to add a new return using a web form Press this button to onen your data return
Add Return on screen Open Return Submit Return	Press this button to import a file into your data return Press this button to add a new return using a web form Press this button to open your data return Press this button to Submit your completed data return
Add Return on screen Open Return	Press this button to import a file into your data return Press this button to add a new return using a web form Press this button to open your data return

At the moment a file has not been uploaded and so the status of your data return is set to **No_Data**. In the What can I do with My Data Return? section click on **Upload Return from file...** button.

When the next screen appears click on the **Browse** button and navigate to **s:\sims\star\School Census** (if s: is the drive where your SIMS is stored).

COLLECT Portal	
Upload File	
UPLOAD FILE SELECTION This both uploads and validates your data and may take several minutes. Please allow sufficier	nt time to complete.
	Browse
Upload	
	<u> </u>

You will now need to choose the version of the return file that you wish to send to the LA. If you have had more than one practice run you will probably find that there are several files in this location.

If you are having difficulty deciding which file it is, make sure you are viewing the list in **Details** mode, and check the date and time that the file was created which should give you a clue.

						Medium Icons	
🔊 🗢 📕 🔹 Computer	Local Disk (C:) SIMS STAR School Census	 Spring Census 2018 		👻 🔛 Se	earch Spring Census 2018	201 m	
le Edit View Tools I	Help					11 List	
ganize 👻 🏹 Open 💌	E-mail New folder						
Favorites	Name ^	Date modified	Туре			> BIII Details	_
💻 Desktop	3072184_5C1_307LL18_001	05/12/2017 10:07	XML File	795 KB		Tiles	_
Downloads	3072184_SC1_307LL18_001_2_year_old_	05/12/2017 10:29	HTML Document	5 KB		Content	
PERFORMANCE MA	3072184_SC1_307LL18_001_authorisation_r.		HTML Document	3 KB	_		
Excent Places	3072184_SC1_307LL18_001_dass_report	05/12/2017 10:29	FITML Document	9 KB			
TRIBAL SHARED	3072184_SC1_307LL18_001_dinners_taken	. 05/12/2017 10:29	HTML Document	45 KB			
LEAVERS AND JOIN	3072184_SC1_307LL18_001_early_years_re.	05/12/2017 10:29	HTML Document	13 KB			
	3072184_SC1_307LL18_001_eyppe_report	05/12/2017 10:29	HTML Document	12 KB			
a Libraries	3072184_SC1_307LL18_001_general_report	05/12/2017 10:29	HTML Document	4 KB			
Documents	3072184_SC1_307LL18_001_leavers_pupil	. 05/12/2017 10:29	HTML Document	4 KB			
Pictures	3072184_SC1_307LL18_001_onroll_pupil_ba.	05/12/2017 10:29	HTML Document	287 KB			
Podcasts	3072184_SC1_307LL18_001_post_looked_a	. 05/12/2017 10:29	HTML Document	4 KB			
Videos	3072184_SC1_307LL18_001_pupil_absentee.	05/12/2017 10:29	HTML Document	15 KB			
	3072184_SC1_307LL18_001_pupil_address	05/12/2017 10:29	HTML Document	202 KB			
Computer	3072184_SC1_307LL18_001_pupil_attendan.	05/12/2017 10:29	HTML Document	325 KB			
Local Disk (C:)	3072184_SC1_307LL18_001_pupil_exclusion.		HTML Document	4 KB			
Apple Phone	3072184_SC1_307LL18_001_pupil_free_me		HTML Document	30 KB			
	3072184_SC1_307LL18_001_pupil_sen_repor		HTML Document	13 KB			
🙀 Network	3072184_5C1_307LL18_001_Summary_Report		HTML Document	40 KB			
🛤 EAL22190	3072184_SC1_307LL18_001_top-up_fundin	. 05/12/2017 10:29	HTML Document	4 KB			

You may also have to widen the columns so that you can see the full names of the files. You do this by holding the cursor arrow over the column divider between **Name** and **Date Modified** and when the symbol changes, clicking and dragging the line.

Your Spring School Census will have the name **307***SSS***SC1_307LL18_0***NN.XML* (where *SSSS* is the DFE number of your school, SC1 indicates that it is the first census of 2019, and *NN* is the version number of the return) and in the column headed **Type** it will be an XML Document.

When you have found your file, click on it to highlight it. And click on **Open.** The name of the file will be transferred into the box on the COLLECT web page. Click on **Upload**. When a file uploads to COLLECT, the system will ensure the file formatting is correct, the file will then be loaded and the return placed in a Validation Queue for subsequent processing. The data in the queue is processed in turn and depending on the amount of traffic on the site, the validation may begin immediately, after a short delay or may take until the next day to be completed. Whilst the return is queued for validation you may exit COLLECT and log back in later or you can remain logged in.

Once the status of your return has changed to **Loaded** more of the buttons on the page will have become available.

Open Return allows you to access the data contained within the uploaded return. If there are items that have come up as errors or queries that are correct for your school, you can make notes against these before submitting the return to the LA.

Source Page		
MY DATA RETURN		
The status of your data return : Loade	d	
Errors : 14	Queries : 70	OK Errors : 0
What can I do with My Data Return?		
Upload Return from file	Press this button to import a file into your data return	
and recurrent on second	Press this button to add a new return using a web form	
Open Return	Press this button to open your data return	
Submit Return	Press this button to Submit your completed data return	
Export to file	Press this button to Export your data return to a file	
Delete Return	Press this button to Delete your data return	
What is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
View submitted data return	View approved data return	View authorised data return
Export submitted data return	Export approved data return	Export authorised data return

Click on the **Open Return** button to view your return.

To view what errors have been generated in COLLECT, click on the All Errors button.



The reason for most 'errors' being generated will, hopefully, be obvious.

I can find out more about the 'errors' by clicking on the **Details** button to bring up more details and hyperlinks.

		Count 31		Details
iorityOK'd		Notes	Field	Value
ionty on u		notes	DOB	<u>Jul 17 1994 12:00AM</u>
Jeries OK	Details		Governance	<u>CO - Community</u>
	Dutit		Intake	COMP - Comprehensive
Jeries OK	Dorano	2	NCYearActual	<u>7 - Year 7</u>
Jeries OK	Details	2	Phase	SS - Secondary (including CTCs and
. ok	Detaile		Fnase	<u>Academies)</u>
Jeries OK	Details	2	ReferenceDate	<u>Jan 17 2008 12:00AM</u>
Jeries OK	Details	2		
Jeries OK	Details	2		
Jeries OK	Details	2		

Choose the hyperlink most pertinent to the issue you are investigating. For example, if we are investigating an issue directly related to a pupil choose a hyperlink such as DOB which will take you to the part of COLLECT where you can see the pupil's name. This should help you to decide whether the error is highlighting something that is true in this case, or a mistake. To get back to the **All Errors** page click the **Error** button at the top.

Pupils On Roll	Pupils On Roll - Identifiers - Villiers High School							Drill Up Error	>	
Unique Pupil Number(UPN)	Pupil Sumame	Pupil Forename	Pupil Date of Birth	Pupil Enrolment Status	Pupil Errors	Address Errors	Termly Exclusion Errors	St <u>Return</u> Needs Errors	to the black err Session Details Erro	or page

Although you must look at All Errors to access the error details, notes must be added at 'return level', on the front page of your census, rather than against the individual errors. This will allow all the notepad entries to be seen in one place and also means that notepad entries will not be 'lost' in the event of a resubmission.

bepartment fo	or Education You are	Back to MyCOLLECT ; logged in as 307fbradley Log		
COLLECT Portal				
Blade Error Report - SchoolCensi	us 2015_Spring			\sim
Beaconsfield Primary and Nurser	y School Error report on	18/05/2015 at 08:55	Count 1	Return
Rule No. Return Level Error Message		PriorityOK'd	Notes	
2190Q Y Please check: Percer statements, ECHPs s	tage of pupils in school with SEN provision of	Queries OK	Ē	
Page 1 of 1	Сору		1	
0	Paste Select All Print			
© Crown copyright Disclaimer Privacy	Print Preview			
	Blog with Windows Live			
	Map with Bing			
	8 Search with Google 8 Translate with Bing			
	All Accelerators			
	Send to OneNote			

It is possible to copy details of the error by highlighting the text and then right-clicking and choosing **Copy** from the list that appears.

🔅 Department	for Education	Back to My COLLECT page Help You are logged in as 307fbradley Log out	
OLLECT Portal			
15 Spring			
		All Errors All N	Notes Add View Edit Delete Status
SC15 Spring	SC15 Spring - Berrymed	e Junior School	
Levels			Errors OK Fords Return Level Notes
School		Return Level Errors	E Q
> Special School			0 0 0 2
> Address			
> Admission Appeals	Data Item	Value	Errors OK Errors Notes History
			E Q -
	School Consus Spring 2	015	
···> Characteristics	School Census Spring 2		
> Characteristics > Infant Admission Appeals	Collection	SC	0 0 0 2
> Characteristics			0 0 0 2 0 0 0 2 0 0 0 2

Click on **Return** in the top RH corner to get back to the front page of your return.

Click on the pencil in the **Return Level Notes** box.

1	Department for Education		Back to MyCOLLECT page			-
COLL	ECT Portal					
Note Pag	je					
Notes - S	choolCensus 2015_Spring					Back
User	Role Organisation	Native ID	Date and Time	<> 4	Add New Note	Remove Note
Note Det	tail					
			E E			

Then Add New Note.

Department for Education	Back to Return page Help You are logged in as 307fbradley Log out	
COLLECT Portal		
Note Page		
Create New Note		
2190Q Y Please check: Percentage of pupils in school with SEN provision of statements, ECHPs seems high- Confirmed ar correct		
Create Car	ncel	
© Crown copyright Disclaimer Privacy		

Right-click and **Paste** will transfer the error/query detail into the box, and your explanatory note can be added. If the text referring to the error is particularly long, it is not necessary to copy over all the text, but enough to remember what the error number refers to would help you and me!

😻 De	partment for Education	Back t You are logged in as 307	o MyCOLLECT page fbradley Log out
COLLECT	Portal		
Blade Error Rej	port - SchoolCensus 2015_Spring		
Dormers Wells	High School Error r	eport on 18/05/2015	at 09:29 C
Rule No. Return	Error Message	PriorityOK'	<u>d</u>
2502Q	Zero attendance sessions possible recorded for Pupil on Ro only be recorded with zero sessions possible if pupil was du spent all of the previous term for which attendance data is b other registration. This query will be accepted by DfE on cor suitable explanatory notepad entry is provided in COLLECT	al registered and eing collected at Queries OK	Details
2502Q	Zero attendance sessions possible recorded for Pupil on Ro only be recorded with zero sessions possible if pupil was du spent all of the previous term for which attendance data is b other registration. This query will be accepted by DfE on cor suitable explanatory notepad entry is provided in COLLECT	al registered and eing collected at Queries OK	Details
2502Q	Zero attendance sessions possible recorded for Pupil on Ro only be recorded with zero sessions possible if pupil was du spent all of the previous term for which attendance data is be other registration. This query will be accepted by DfE on cor suitable explanatory notepad entry is provided in COLLECT Disease heads. Sched heap act searched a Vurth Supress College	al registered and eing collected at ndition that a	Details

If there are several of the same error/query, each needing an identical explanatory note, it is possible to make one note to cover all.

	1760	Number of PupilsOnRoll with no <fsmperiod> nodes present should not be equal to zero</fsmperiod>	Please check: No pupils in the school eligible for free school meals during the period since the last census	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry"No pupils qualify for FSM
	1767	Where <fsmenddate> is present and <ukcountry> value is ENG or blank <fsmenddate> must not be present</fsmenddate></ukcountry></fsmenddate>	Due to FSM protection we would not expect FSM periods to have an end date. Please provide a reason.	1	1	1	Confirmation will not be acceptable, a reason must be provided as to why FSM period has an end date.
	1849	For all pupils where <eyppr> is present: Where <plaa> equals 'A', 'G' or 'C', <eyppr> must equal 'Y' and <eyppbf> must be present and equal to 'RO' or 'RB'</eyppbf></eyppr></plaa></eyppr>	Please check. Pupil aged 3 or 4 eligible for early years pupil premium and recorded as post looked after arrangements would be expected to have reason "RO' or 'RB'	0	1	0	Confirmation will not be acceptable, a reason must be provided why the basis for funding is not recorded as RO or RB if the pupil is recorded with 'post looked after arrangements'
	1850	Number of pupils where (<language> equals NOT) divided by total number of <pupilonroll> should not be greater than 10%</pupilonroll></language>	Please check: Percentage of pupils where language has not been obtained is high (greater than 10%)	1	1	1	Confirmation that information is correct is acceptable, however, additional information would be helpful is eschool still awaiting response from parents
7	1853	For all pupils where <eyppr> is present Where a <fsmperiod> node is present with either <fsmenddate> not present or <fsmenddate> equal to <referencedate> <eyppr> must equal 'Y' and <eyppbf> must be present and equal to 'RE' or 'RB'</eyppbf></eyppr></referencedate></fsmenddate></fsmenddate></fsmperiod></eyppr>	Please check: Pupil aged 3 or 4 eligible for early years pupil premium and recorded as FSM on census would be expected to have a reason of 'RE' or 'RB'	0	1	0	Confirmation will not be acceptable, a reason must be provided why the basis for funding is not recorded as RO or RB if the pupil is recorded as FSM eligible
	1870	Number of PupilsOnRoll with <enrolstatus> equals 'C' divided by total number of PupilsOnRoll should be greater than 95%</enrolstatus>	Please check: Percentage of pupils with sole registrations at the school is low (fewer than 95%)	1	1	1	As the enrolment status affects funding a reason for low percentage of sole registrations must be provided.
9	1872	Number of PupilsOnRoll with -PLAA- not equal to 'ft (Not declared) divided by number of PupilsOnRoll should be less than or equal to 5%	Please check: Percentage of pupils on roll on census day reported as having ceased to be looked after through adoption, a special guardianship order, residence order or child arrangement order is high (greater than 5%)	1	1		Schools will be required to specifically confirm that the number of pupils cassed to be looked after through adoption, a special guardianship order or a residence order is high. Acceptable note entry The school has confirmed that more than 5% of their pupils were post looked after from local authority care in England or Wale's.
	1877	[(Mumber of PupilsOnRoll with -NCyearActual- equals 'R; 1 or 2 AND -School, unchTaken- equal 1 or ture jus (Number of PopilsOnRoll with -NCyearActual- equals 'X: AND pupil born between 2011-09-01 and 2014-08-31 incknive AND -SchoolLunchTaken- equals 1 fuue)] divided by ((Number of PupilsOnRoll with -NCyearActual- equals 'X: AND pupil born between 2011-09-01 and 2014-08-31 inclusive)] about be less than or equal to §5%.	Please check: Take up of school lunches for pupils in reception, year 1 and year 2 (plus pupils aged 4 to 6 in year X) greater than 95% Please confirm more than 95% of infant pupils took a school lunch on census day	1	1	1	Confirmation will be acceptable
0	1878	Where count of pupils [in <ncyearactual> equals 'R', 1 or 2] or [in</ncyearactual>	Please check: No infant pupils are	1	1	1	Confirmation will not be acceptable. A reason must

The DFE provide a list of notepad entries with prescribed wording to add against queries in census. These are available here:

https://www.gov.uk/government/publications/school-census-2018-to-2019-notepadentries-for-collect-queries

Also, there is a copy on the EGFL School Census page.

These days COLLECT retains a copy of any notes that have been previously added against a query if you resubmit/reload your return. You will be able to copy these across to the return level of your revised return.

COLLECT does some validation of its own, checking the data that you have submitted in which ever Census is current, with what you submitted for the last Census. You may therefore see errors that talk about percentages, similar to those shown below:

					Ca
<u>Rule</u> <u>No.</u>	<u>Return</u> Level	Error Message	<u>Priority</u>	<u>OK'd</u>	<u>N</u>
TonT4B	Y	There are significantly more solely registered pupils eligible for a FSM than last term. (Last term = 14.35%, current term = 38.32%)	Queries	ок	

Occasionally there will be no obvious explanation and more investigation between the school, the LA and sometimes the DFE to ask about their validation criteria, will be needed.

When you have done as much as you can with your return you need to submit it to the LA.

Click on the **Back to my COLLECT** page at the top of the screen and this will take you back to the Source Page:

🚰 SC08 Autumn - Microsoft Internet Explorer provided by London Borough of Ealing	<u>_ 6</u>	×
File Edit View Favorites Tools Help		
	\diamond	
Address 🙆 https://datauat.dfes.gov.uk/SchoolCensusFamiliarisation/BLADES/SchoolCensus2008_/	Autumn/SelectensusView.aspx	s »
department for children, schools and families	Back to My COLLECT page Help You are hyperfineer. Dat 6NSWK Log out	

Submit Return sends your return to the LA (until you have clicked this button, we can only view but not amend your return at the LA). When you are happy for your return to go to the LA, simply click the button.

Source Page		
MY DATA RETURN		
The status of your data return : Loade	d	
Errors : 14	Queries : 70	OK Errors : 0
What can I do with My Data Return?		
Upload Return from file	Press this button to import a file into your data return	
Add Return on screen	Press this button to add a new return using a web form	
Open Return	Press this button to open your data return	
Submit Return	Press this button to Submit your completed data return	
export to file	Press this button to Export your data return to a file	
Delete Return	Press this button to Delete your data return	
What is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
View submitted data return	View approved data return	View authorised data return
Export submitted data return	Export approved data return	Export authorised data return

Until you click this button and the status of your return turns to **Submitted**, the LA will not have access to your return to check and approve it!!

MY DATA RETURN					
The status of your data return : Submitted					
Errors : 1	Queries : 12	OK Errors : 0			
What can I do with My Data Return?					

Once your return is submitted, both the school and the LA can view the details on the website at the same time to resolve any errors and queries.

 Fiona Bradley
 020 8825 6065
 fbradley@ealing.gov.uk

 \\Lbealing-Tc.Gov.Uk\Share\PERFORMANCE
 MANMENT\Schools\PLASC
 Census
 Folders\Census
 2019\Spring

 School Census 2019 For Ealing Primary Schools.Doc
 School Census
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 Schol Census

Appendix 1:

DFE Guidance regarding Admissions Appeals for Academies, Foundation and Voluntary Aided Schools

Admissions Appeals from **Primary** and **Secondary**, **Voluntary Aided**, **Foundation** or **Academy** schools who were responsible for their own admission appeals against non-admission for entry into the 2018/19 academic year are required to complete these sections of the School Census.

Only appeals organised by the school's governing body should be included. If your school operates arrangements jointly with other schools your return should include appeals for your school only. If your school school's governance code is VA, FO or CA the school should complete the module even if you have contracted another agency to administer your admission appeals process then.

The figures are collected in the Spring Census only, and are required for the number of admission appeals lodged, and how many of these were for admission to infant classes.

Admission Appeals

In the upper grid of the Admission Appeals section of the School Census screen you should enter the number of admission appeals for infant-aged pupils.

3 Infant Admissions Appeals	
mplete this section (this does not include AP Academies, AP	Independent Admissions Committee
Free Schools, Academy Special Schools)	Heard 0
Lodged 0	Upheld 0
Withdrawn 0	Rejected 0
4 Primary Admissions Appeals	
	Independent Admissions Committee
4 Primary Admissions Appeals Foundation Schools/Voluntary Aided Schools/Academies must complete this section; (this does not include A/Academies, AP Free Schools, Academy Special Schools)	Independent Admissions Committee Heard 0
Foundation Schools/Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section.(this does not include AP Academies, AP Free Schools, Academy Special Schools)	Heard 0

In the lower grid you should record the **total** number of admission appeals (infant and non-infant combined).

The figures should be derived from the number of Admission Appeals lodged by parents between March 2018 and August 2018 inclusive, against non-admission to the school for the start of the academic year beginning September 2018. Appeals lodged as "refusal to admit for academic year 2018/19" should be included as long as the appeal was lodged before the 1 September 2018.

Appeals Lodged will include:

- appeals lodged prior to 1 September, where the hearing and/or decision took place after that date
- appeals not pursued to the hearing stage, and those not resolved

 appeals that did not reach a hearing because a place became available (at your school or another) which was accepted by parents

Appeals withdrawn will include:

 Total number of the above admission appeals withdrawn by parents before reaching an independent appeals panel

In the independent admission appeals panel you should include:

- total number of the above admission appeals heard by an independent appeals panel.
- total number of the above admission appeals decided in parent's favour (upheld) by an independent appeals panel.
- total number of the above admission appeals rejected by an independent appeals panel.

Statutory requirement, data sharing and data subject rights

(Reproduced from 2018 to 2019 School Census Guidev1.6 available on the Gov.uk website here: https://www.gov.uk/government/publications/school-census-2018-to-2019-guide-for-schools-and-las)

1.2.1 Statutory requirement

The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996. Putting the school census on a statutory basis:

 means that schools do not need to obtain parental or pupil consent to the provision of information

• ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils

• helps to ensure that returns are completed by schools

1.2.2 Data protection and data sharing

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) mandate certain safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. Both give rights to those (known as data subjects) about whom data is processed such as pupils, parents and teachers. This includes (amongst other information that we are obliged to provide):

• the right to know the types of data being held

- why it is being held
- to whom it may be communicated

For the purposes of data protection legislation, the terms 'process', 'processed' or 'processing' apply to any activity involving the personal data, such as:

- collecting
- storing

- sharing
- destroying
- etcetera please note: this list is not exhaustive

Sections 1.2.2.1 and 1.2.2.2 below provide additional information on two aspects of data protection legislation - namely privacy notices and data security. However, as data processors and controllers in their own right, it is important that schools process all data (not just that collected for the purposes of the school census) in accordance with the full requirements of the GDPR. Further information on the GDPR can be found in the Information Commissioner's Office (ICO) overview of the General Data Protection Regulation (GDPR).

1.2.2.1 Legal duties under the General Data Protection Regulation and the Data Protection Act 2018: privacy notices

Being transparent and providing accessible information to individuals about how you will use (process) their personal data is a key element of GDPR and the DPA 2018. The most common way to provide such information is through a privacy notice. Please see the Information Commissioner's Office (ICO) website for further guidance on privacy notices.

For schools and local authorities, this means that you must provide clear and accessible privacy notices that inform parents, pupils and staff:

- what data is collected about them
- for what purposes the data is collected
- how the data is used (processed)
- what the lawful basis is for processing
- · for how long the data is retained
- with whom the data is shared
- why the data is shared
- whether you intend to transfer it to another country, and
- whether you do automated decision-making or profiling

The department provides suggested wording for privacy notices that schools and local authorities may wish to use. However, where the suggested wording is used, the school / local authority **must review and amend** the wording to reflect local business needs and circumstances. This is especially important, as the school will process data that is not solely for use within census data collections. As such, to comply with GDPR and DPA 2018, the privacy notice should contain details of all uses of data within the school, which may include, for example, information used locally for pupil achievement tracking and (where relevant) the use of CCTV data. The privacy notice should also include this link to the gov.uk webpage, which provides information on how the department processes data. It is recommended that the privacy notice is included as part of an induction pack for pupils and staff, is made available on the school website for parents, as well as featuring on the staff notice board / intranet. Privacy notices do not need to be issued on an annual basis, where:

- new pupils and staff are made aware of the notices
- the notices have not been amended
- they are readily available in
- o electronic, or
- o paper format

However, it remains best practice to remind parents of the school's privacy notices at the start of each term (within any other announcements / correspondence to parents) and it is important that any changes made to the way the school processes personal data are highlighted to data subjects.

1.2.2.2 Legal duties under the General Data Protection Regulation and the Data Protection Act 2018: data security

Schools and local authorities have a (legal) duty under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the Information Commissioner's Office.

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage your reputation. Your responsibility as a data controller extends to those who have access to your data beyond your organisation where they are working on your behalf; for example, where external IT suppliers can remotely access your information. The 'School procurement: selecting a school MIS' and 'Responsible for information' pages provide further guidance and advice.

It is vital that all staff with access to personal data understand the importance of:

- protecting personal data
- being familiar with your security policy
- putting security procedures into practice

As such, you should provide appropriate initial and refresher training for your staff. Where schools chose to use cloud software services, additional information on handling data securely within such environments is available within the department guidance on data protection for schools considering cloud software services.

1.2.3 Collection of pupil characteristics from parents / guardians or pupils

Whilst it is not possible for a parent / guardian or an individual pupil to opt out of the school census collection, the following data items:

- ethnicity
- language
- service child indicator

must always be reported as declared by the parent / guardian or the pupil (where the pupil is deemed mature enough to have capacity to understand and agree to share their personal data with others).

Further guidance on the collection of these data items is available in section 5.3 and this must be followed in conjunction with the requirements outlined in this section (see sections 1.2.3.1, 1.2.3.2 and 1.2.3.3).

1.2.3.1 Data subject right of refusal

When collecting the data items listed above (see section 1.2.3) from the parent / guardian or pupil, schools **must** ensure that they are made aware of their right to decline to provide these data items. Where they exercise this right, the information is returned in the census using the code 'refused'.

1.2.3.2 When is it appropriate to collect information direct from a child / pupil?

Information may only be requested directly from a child / pupil where they are deemed mature enough to have capacity to understand and agree to share their personal data with others.